

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
(603)778-8110
FAX: (603)772-6433**

**M I N U T E S
Board of Commissioners
Friday, April 7, 2017 3:15 PM
Community Room, 277 Water Street
Exeter, NH 03833**

Item #1. Roll Call – The roll call was taken. Present at the meeting were:

Chair Person	Renee O'Barton
Commissioner	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Maintenance Supervisor	C.J. Harding-Smith
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Item #2. Approval of the Minutes of the March 10, 2017 Meeting

Commissioner Allen made a motion to approve the minutes, seconded by Commissioner Gjettum and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Temporary Construction Access Agreement for Main Pump Station and Forced Main Upgrades Town of Exeter:

Executive Director Teixeira explained that the project will involve major improvements to the Town's main pump station and the installation of two (2) 16" forced sewer pipes that will run along the rear of our property. He noted that the project consists of three separate contracts and that one of the concerns was that two different contractors could be working on the property at the same time. Therefore, following negotiating with the Town and Wright-Pierce Engineers the contract was revised to encompass all work on EHA property to be completed under the same contract. Executive Director Teixeira explained visually on the drawing the area he was referring to and noted the area of parking the EHA would lose for a period of 8 weeks. He noted that the new drawing depicted the new construction fence on the inside of our vinyl fence to accommodate the

plantings. He further explained that we would be able to accommodate the displaced tenant parking within other areas of our parking lots. He explained that contracts #2 and #3 are expected to be out to bid later this month and that the work could possibly begin this year or maybe next year. He noted that contract #1 was for the waste water plant and did not affect our property. A 277 Water Street tenant inquired in what order the construction would take place and Executive Director Teixeira noted that he did not know the order and Commissioner Allen explained that it would be dependent on timing. Executive Director Teixeira thanked Commissioner Allen for his assistance with modifying the Access Agreement and feels it provides us with the assurance that our residents will be safe during construction and that EHA's interests are protected. He noted there are still a few items he would like to address: 1. The parking area affected by construction should have the pavement cut to be a rectangular one. 2. Allow for repairs of our irrigation system by our own irrigation contractor. 3. Hydro seed instead of planting grass with straw cover which would result in less work for our maintenance staff. Executive Director Teixeira noted that signage would be posted at the south entrance for "No Deliveries, No Construction Vehicles" and a 277 Water Street resident suggested this be posted at both entrances. Commissioner Sherman suggested that the EHA be advised of the construction meetings as outlined in the agreement. 277 Water Street resident inquired which tree would be lost during construction and Executive Director Teixeira noted that it was the tree closest to the vegetable garden. Executive Director Teixeira asked the board for their approval to proceed with the access agreement with the contingencies noted. Commissioner Gjetum made a motion to approve the agreement with the contingencies to be negotiated at the discretion of Executive Director Teixeira, seconded by Commissioner Sherman. The agreement was approved with a vote of 5 ayes and 0 nays.

Item #4. Community Development Block Grant (CDBG):

Executive Director Teixeira reported that we are finally beginning to see some movement with some of the projects that will be completed under the CDBG. We currently have several projects out to public bid which include heat conversion at Portsmouth Ave., photo voltaic panels at Auburn Street and Linden Fields, window replacement at Linden Fields, and lighting upgrades at all locations. A contractor's pre-bid walk-thru is scheduled for Monday April 17th and sealed bids will be opened on Friday April 28th.

Item # 5. Annual Plan and Capital Fund Grant FY 2017 (Draft):

Executive Director Teixeira reviewed the documents and noted the two major plan elements were the incorporation of the revised Violence Against Women Act (VAWA) and the No Smoking Policy. Commissioner Gjetum inquired if the No Smoking Policy was not already in effect. Executive Director Teixeira explained that it was here at 277 Water Street, however it needed to be instituted in our family units as the rule now includes all Public Housing. Commissioner Allen inquired if vapor products were included in the policy to which the answer was yes. A 277 Water Street resident suggested that the ashtray at the entryway be moved and Executive Director Teixeira noted that it would. Another 277 Water Street resident noted that some tenants smoked by the entryways and that was not 25 feet. Executive Director Teixeira mentioned that it is a difficult thing to police and enforce and that it in part relies on tenant cooperation.

Executive Director Teixeira reviewed that items outlined in the Annual Plan and Capital Fund and reported that two of the three outstanding kitchens are being scheduled and that the one remaining tenant was hesitant and remains on hold at this time. A 277 Water Street resident wondered about the timeline for the carpet replacement in the lobby area and Executive Director Teixeira explained that it will likely be completed this summer. He noted that they are comparing costs to carpet tiles as well which would make more sense for repair and maintenance issues. Chair Person O'Barton asked if the entryway door project was inclusive of all exterior doors and Executive Director Teixeira explained that it was. Commissioner Gjettum inquired what A & E stood for and Executive Director Teixeira noted that this represented Architect and Engineer costs. He further noted that this plan could certainly change based on funding with the new administration suggesting deeper cuts. Executive Director Teixeira reviewed the timeline of the plan and a 277 Water Street resident asked where the Public Hearing would be held and Executive Director Teixeira explained it would be held at 277 Water Street on the 26th and that anyone is welcome to attend. Another resident inquired who the Advisory Committee consisted of and Executive Director Teixeira explained that it was comprised of many Water Street residents and one family resident and that the committee meets 3-4 times a year and walks the properties as well. A member from the committee mentioned that residents were concerned about the roof of the gazebo and Executive Director Teixeira stated that he would take a look at it.

Item #6. Maintenance Supervisors Report

Public Housing Manager Birch reported on behalf of Maintenance Supervisor Harding-Smith that snow persisted in the month of March but that clean-up proved successful. She reported that Maintenance worked diligently to complete unit #8 at Linden Fields for the move in date of April 1st. Public Housing Manager Birch noted that the work in progress includes the greasing and general maintenance to machines for the end of winter season into spring transition and also any winter damage repairs from the past storms. Executive Director Teixeira complimented the maintenance staff on a job well done with some late nights to stay on track. The tenants agreed.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures. She also noted that revised changes with the VAWA would now be included in the briefing packet for Section 8 Voucher recipients.

March Unit Totals and Figures:

March:	169 Units	\$100,304	Hap (excluding Port In)
	2 Ports		317 Utility Reimbursement
Total	167 Units	\$100,621	Total HAP

Item #8. Ten Minute Audience Participation

A 277 Water Street resident noted that the audience participated throughout the meeting and that no one had anything to add at this time.

Item #9. Executive Directors Report

Senior Fraud Prevention:

Executive Director Teixeira reminded tenants that Attorney Brandon Garod from the State Attorney's office will be here on the 28th of April to educate residents on how to avoid falling victim to fraud. The educational session is scheduled to begin at 10:00am.

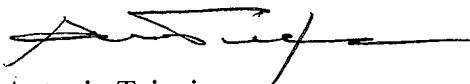
Financial Report:

Executive Director Teixeira reported that both programs continue to look good as we approach the midway point of the fiscal year. Public Housing is operating at \$34,401 in the black and Section Eight at \$16,143 in the red. The Section Eight deficit is somewhat skewed as the deficit is the result of excess Housing Assistance Payments (HAP) that were previously made by HUD.

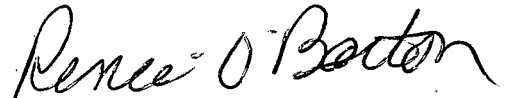
Public Housing Manager Birch mentioned an upcoming program where the SPCA is offering an in-home veterinary clinic for low-income residents with cats. She explained that it would include an exam, rabies and distemper vaccines and deworming/flea/tick preventative as well. She noted that information would be posted soon to assess interest in the program.

Chair Person O'Barton adjourned the public session of the meeting at 3:50 P.M. so the board could proceed with the election of officers process.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person