

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, November 3, 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     |
| Co Vice-Chair Person   | Vernon Sherman     |
| Co Vice-Chair Person   | Boyd Allen         |
| Commissioner           | Margaret Matick    |
| Commissioner           | Pam Gjettum        |
| Executive Director     | Tony Teixeira      |
| Section 8 Manager      | Margaret Dooling   |
| Maintenance Supervisor | C.J. Harding-Smith |
| Public Housing Manager | Jill Birch         |

**Item #2. Approval of the Minutes of the October 6, 2017 Meeting**

Co Vice-Chair Person Sherman made a motion to approve the minutes as presented, seconded by Commissioner Matick and the minutes were approved with a vote of 3 ayes and 0 nays. Co Vice-Chair Person Allen and Commissioner Gjettum abstained from the vote as they were not present at the October meeting.

**Item #3. Write Off Bad Debts:**

Executive Director Teixeira explained that our fee accountant has recommended that we write off three debts totaling \$3,201.18. The debts are attributed to rents that we determined to be uncollectable. The tenants responsible for these debts have been flagged in HUD's Enterprise Income Verification System and are ineligible for housing assistance with any housing authority in the country until the debt has been satisfied. Co Vice-Chair Person Allen made a motion to approve the following resolution. Chair Person O'Barton read the following resolution and it was accepted with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Write Off  
Bad Debts Totaling \$3,201.18**

The following resolution was introduced by Chairwoman O'Barton on November 3, 2017 and read in full and considered:

**RESOLUTION NUMBER 11-2017**

Resolved:

Be it resolved by the Board of Commissioners to write off bad debts totaling \$3,201.18

AYES

NAYS

Boyd Allen Co- Vice Chairperson

Pamela Gjettum Commissioner

Margaret Matick Commissioner

Vernon Sherman Co-Vice Chairperson

Renee O'Barton Chairperson

**Item #4. Common Area Improvements at 277 Water Street:**

Executive Director Teixeira reported that renovations are currently underway. The painting portion of the project began this Monday and the expectation is to have the community room and lobby area completed this week, and to start the hallway trim and doors on Monday.

The carpet installation will begin this coming Monday starting in the community room and then the lobby area. These areas should take about three days to complete. Once completed, they will move to the hallways which is expected to take about four (4) days to complete.

The new exterior doors have been ordered and are expected to be on-site around the first week in December with the installation shortly thereafter. This work is expected to take about three (3) days to complete.

Maintenance Supervisor Harding-Smith presented examples of the carpet tiles and the rubber backing. He noted that the tiles make for easy maintenance. Co Vice-Chair

Person Allen added that tiles could be rotated with high traffic areas. Maintenance Supervisor Harding-Smith also demonstrated a sample shade and provided a swatch of fabric for community room shades and noted that installation is included in the price of the shade. A Water Street resident inquired how the backing would adhere and it was explained that an adhesive glue would be used.

**Item #5. Authorization to Utilize Public Housing Reserve Funds to Fully Complete Common Area improvements:**

Executive Director Teixeira reported that the common area improvements are currently scheduled to be completed in three phases, the first floor being phase one and the second and third floors being phase two (2) and three (3). Executive Director Teixeira requested approval to complete the entire renovation project under the existing contracts utilizing Public Housing Reserves. The estimated cost for the additional work is \$48,000. Co Vice-Chair Person Allen asked if this was more economical since we would be utilizing the contractors whom are already doing the work. Executive Director Teixeira noted that it would be. Commissioner Gjettum inquired if we would still have enough money in reserves and Executive Director Teixeira replied that we would. Co Vice-Chair Person Allen made a motion to approve the use of the funds, seconded by Co Vice-Chair Person Sherman and the motion was passed with a vote of 5 ayes and 0 nays.

**Item #6. Forced Main /Pump Station Improvements Update:**

Executive Director Teixeira reported that approximately forty residents turned up last week for the presentation on the forced main/pump station improvements project. Representatives from Wright Peirce Engineering and T-Buck Construction delivered the presentation and took questions from the audience. Most of the concern focused on the noise level, hours of operation, air quality, and parking. Residents seem to now have a better understanding of the scope of the project. Two additional presentations will be planned as the project progresses. Executive Director Teixeira also mentioned that he and or C.J. will have weekly construction meetings and monthly meetings with the Public Works Department to keep up to date with the project. Executive Director Teixeira did note that the construction fence was put up early and would be relocated behind the white fence to allow tenants access to the flower garden area.

**Item #7. Section Eight Managers Report**

Section Eight Manager Dooling reported the following figures and noted that the year should end up at about 99.5% and slightly over budget.

October Unit Totals and Figures:

October:	171 Units	\$105,688	Hap (excluding Port In)
	2 Ports	265	Utility Reimbursement
Total	169 Units	\$105,953	Total HAP

**Item #8. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that at Water Street the Maintenance department turned three more apartments of the five total for the month of October. Units

115, 203, 206, 324, and 222 all received new paint and two of the five units received new carpeting. Two of these units were transfers.

Maintenance Supervisor Harding-Smith noted that the air conditioners have now been removed from all 3 floors as our routine fall/winter transition.

Maintenance Supervisor Harding-Smith reported that renovations continue for common areas, the next phase includes carpet installation to begin November 8<sup>th</sup>. At Linden Fields, all windows are currently being replaced along with new exterior trim and should be completed by November 30<sup>th</sup>. The heat pump secondary heating/cooling system is also being installed in all units at the same time at Linden Fields.

Auburn Street will have solar panels installed starting on Monday, November 13<sup>th</sup>.

Maintenance Supervisor Harding-Smith explained that winter preparations are taking place with servicing the vehicles and snow equipment to provide longevity throughout the upcoming months. On all properties, maintenance is still working diligently on the grounds upkeep with fall cleanup and painting as needed while the warmer weather is still here.

Maintenance Supervisor Harding-Smith noted that we will have a Pre-REAC inspection on Monday November 13<sup>th</sup>. The contractor will perform a walkthrough which will assess repairs necessary at all properties to insure we are to do our best and receive the best possible on the actual REAC inspection in late December. Executive Director Teixeira noted that it will be tough to compete with the prior score of 99.7.

Co Vice-Chair Person Allen inquired if snow removal will be required with the solar panels and Executive Director Teixeira noted that we would have to investigate that process.

#### **Item #9 Ten Minute Audience Participation**

A Water Street resident inquired about refunds for the vending machines and advised if they taped a note to the machine that the vendor would refund the money. Another tenant asked if mats would be replaced at the entryway following the carpet installation and Executive Director Teixeira noted that they would. A Water Street tenant also inquired if a seat riser was a possibility in the rest room on the first floor. Executive Director Teixeira noted that he would consider that.

#### **Item #10. Executive Directors Report**

##### **Year End Figures:**

Executive Director Teixeira reported that Public Housing is showing a surplus of \$55,548, however approximately \$9,000 of this is rebate money that we received from CDBG projects. Our intention is to use \$9,000 in rebate money along with future rebate money to help support CDBG related work.

He noted that the Section Eight is showing a \$36,568 deficit however this figure is misleading as it reflects approximately \$35,000 in recaptured excess housing assistance payments (HAP) made to the EHA in FY2016. The actual deficit is approximately \$6,000

which will be picked up with EHA HUD held reserves. Considering the hot rental market on the Seacoast and the new water and sewer rates in Exeter he is pleased with where we finished up. The challenge going forward will be to strike a balance between maximizing voucher utilization while staying within our HAP budget Authority.

**Food Delivery Program:**

Executive Director Teixeira reported that the EHA recently partnered with St. Vincent DePaul to have food delivered to residents of 277 Water Street who have mobility challenges. Fruits and vegetables along with meats will be delivered to residents on the first Thursday of each month. About twenty residents signed up for the program and the first delivery received a very positive response.

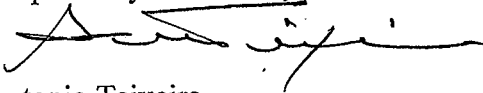
**Interruption of Power 277 Water Street:**

Executive Director Teixeira explained that we were recently informed by Unitil that power to 277 Water Street will be interrupted from 6:00 a.m. to 7:00 a.m. on November 14, 2017. The interruption is to allow the transfer of the circuit that feeds our building to another circuit in order to free up load capacity for the new pump station and the new addition at the Main Street School.

Chair Person O'Barton adjourned the public session of the meeting at 3:40 P.M. and Co Vice-Chair Person Allen made a motion to enter into Non-Public Session Per NH RSA91-A:3 II (a).

The Board returned from Non-Public session and authorized employee salary increases totaling \$8,291.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person