

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, January 12, 2018 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
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Absent:

Commissioner	Pam Gjettum
Section 8 Manager	Margaret Dooling

At the opening of the meeting, resident Mary Dupre introduced a Phillips Exeter Student named Alexis who explained how she is conducting a senior project which will document stories from some of the residents at 277 Water Street. The board and residents welcomed Alexis and wished her well with her project.

**Item #2. Approval of the Minutes of the November 3, 2017 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes as presented, seconded by Commissioner Matick and the minutes were approved with a vote of 4 ayes and 0 nays.

**Item #3. Real Estate Assessment Center (REAC) Physical Inspection Results:**

Executive Director Teixeira was pleased to report that the EHA received a final score of 98 on the recent REAC physical inspection. He explained that the physical inspection is one of four components that determines the EHA’s overall Public Housing Assessment System (PHAS) score, and it has the highest possible point value at 40. The score of 98 translates to a 39 of 40 possible points for this component. We will have to wait on the results of the remaining three components, but we expect to capture all 60 points.

Below are the results of each of the inspection areas.

<b>Area</b>	<b>Possible Points</b>	<b>Final Points</b>
Site	14.13	14.13
Building Exterior	18.23	18.06
Building Systems	22.63	22.63
Common Area	5.07	5.03
Units	39.95	38.29
Total	100	<b>98.13</b>

Executive Director Teixeira noted that this inspection presented the housing authority with a bit of a challenge as several large projects were ending around the inspection date which created its own set of problems, and made it impossible to solely focus on the inspection. Executive Director Teixeira explained that he has been a part of many of these inspections and stated that this one was truly a team effort with everyone contributing to its success. Chair Person O'Barton and Co Vice-Chair Person Sherman commented that the EHA had done a great job.

**Item #4. FY 2017 Financial/Compliance Audit Report:**

Executive Director Teixeira reported that the audit firm of Otis Atwell was on site over the first week of December to conduct the annual financial and compliance audit of our agency, and we are very pleased to report that the audit revealed no findings. Otis Atwell is in the process of preparing the final report and once complete will be distributed to each of the board members. Executive Director Teixeira acknowledged the staff for their continued hard work over the past year and the commitment they demonstrate each day to their profession.

**Item #5. Revised Operating Budget FY 2018:**

Executive Director Teixeira noted the following revisions to the operating budget and inquired if the board had any questions which they did not.

Administration Salaries 4110 – Revision reflects actual amount of salary increases.

- Extra Ordinary Maintenance 4610 – Revision reflects authorization to utilize \$48,000 in Public Housing Operating reserves to support the completion of common area improvements at 277 Water St.
- Employee Benefits (HealthTrust) 4540- Revision reflects reduction of \$24,740 to health insurance premiums.
- Misc. Income 3690 – Revision reflects \$10,000 in anticipated rebate money related to CDBG projects.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the months of November and December closed off a phenomenal year for the completion of many projects at all properties. The Water Street property received a renovation of all common areas including paint and carpet tiles installed on all floors. He noted how cooperative the residents had been during the long process. The next phase for renovation at Water Street is the automatic entry doors upgrade which shall begin on January 29<sup>th</sup>. Following the door install, the front entry vestibule will receive a new facelift with tile and an anti-slip

mat on February 5<sup>th</sup>. He also reported a unit turn for unit 228 which was leased on January 1<sup>st</sup>.

Maintenance Supervisor Harding-Smith reported that the Portsmouth Avenue property also had a unit turn at 13up completed for December 22<sup>nd</sup>. This lease was a transfer of an over housed family from our property at Linden Fields. Maintenance is currently underway with the turnover at the former unit #5 Linden Fields. Maintenance Supervisor Harding-Smith explained that the Linden Fields property has now finished the projects of window replacement at all 15 units alongside of the installation of heat pump mini-split systems as the primary heating and cooling system in all the units. The electric base heat system is still active as a secondary heat source if needed. The next phase of projects at Linden Fields is the installation of photovoltaic solar panels. He noted that the construction process has started this week and that the panels will be located on the rear of the community building and the front of the maintenance garage.

Maintenance Supervisor Harding-Smith explained that the solar panel installation that was previously completed at Auburn Street has now been activated. We have been anxious to see this happen will be monitoring and reporting on this system monthly. He further explained that there is a 3.8 Kw renewable generator and interconnect system in the basements of all 3 units and that the exterior standard meter has now been fitted with a "NET METER" by Unitil.

Maintenance Supervisor Harding-Smith concluded that the preparations over the past 3 or more months for the REAC inspection on December 29<sup>th</sup> proved to be arduous yet rewarding.

Co Vice-Chair Person Allen inquired what the reporting consisted of for the solar panels and Maintenance Supervisor Harding-Smith noted that at Auburn Street it is basically uploading a photo of the information to Unitil and that the Linden Fields location will be monitored by an antenna through the wireless internet.

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

Public Housing Manager Birch reported the following figures on behalf of Section 8 Manager Dooling.

December Unit Totals and Figures:

December:	171 Units	\$108,306	Hap (excluding Port In)
	2 Ports	364	Utility Reimbursement
Total	169 Units	\$108,670	Total HAP

Public Housing Manager Birch reported that Section 8 finished the calendar year with 99.56 unit lease up rate and spent the entire budget authority in excess of approximately \$7,500.00; overall another good year. Next year will be a bit more challenging and the HAP and lease up rate will have to be closely monitored.

**Item #8 Ten Minute Audience Participation**

A 277 Water Street resident commented what a wonderful place this was to live and the newest tenant agreed. Another tenant gave the EHA high marks and noted that her experience here has been great from the office to the maintenance. Another tenant noted what a wonderful maintenance crew we have.

The Philips Exeter student inquired what the goals of the EHA are and Executive Director Teixeira explained that mission is to provide safe, decent and affordable housing for our community. He noted that funding is challenging but felt that the EHA is financially sound. He thanked the residents for their patience through the recent improvement projects.

Another resident commended the maintenance staff for their efforts to spruce up the greenhouse. One of the tenants commented that the new shades in the community room provide much more light and look great. Maintenance Supervisor Harding-Smith demonstrated how the shades work. A resident inquired if the audit was a surprise and Executive Director Teixeira stated that it was not.

Another resident wondered how many apartments at the Water Street property were inspected by the REAC inspector on December 29<sup>th</sup>. Maintenance Supervisor Harding-Smith noted that 21 apartments were inspected with approximately 13 at Water Street.

Co Vice-Chair Person Sherman thought the staff did a great job on the inspection and that it reflects the fact that things are being kept up with throughout the year. Another Water Street resident added that the staff here is very caring and how fortunate the residents are.

**Item #9. Executive Directors Report**

Executive Director Teixeira reported some of the accomplishments over the past year: The EHA was fortunate to receive a \$500,000 Community Development Block Grant which was used to make energy saving measures at each of the properties.

At the Auburn Street property solar panels were installed on the roof and metered to individual apartments. Roof shingles were also replaced to accommodate the new panels.

At the Portsmouth Avenue property, the heat and hot water system was converted from electric to a high efficiency forced hot water system. Weatherization upgrades were also made to the attic space and bathroom exhaust fans were replaced with a high efficiency model.

At the 277 Water Street property all common area, and site lighting was replaced with LED lighting.

At the Linden Fields property, the heating system was converted from electric baseboard to high efficiency mini-split heat pump system which will also provide

cooling in the summer months. New windows and maintenance free PVC trim were also installed in all apartments. Solar Panels are currently being installed on the roofs of the maintenance garage and community building. The amount of energy the panels produce is expected to cover 80% of energy needs for all common area lighting, site lighting, and laundry facilities. Roof shingles were also replaced on one side of each of the buildings to accommodate the solar panels.

Executive Director Teixeira noted that these cost saving measures will deliver savings to both residents and the EHA. Without the CDBG grant some of these projects would have been deferred for many years and others not completed at all.

Executive Director Teixeira noted the projects completed under the 2017 Capital Grant, and by utilizing Operating Reserve Funds.

At 277 Water Street we spruced up the common areas of the building with all new carpeting and applying a fresh coat of paint (not blue) to lobby and community room walls, and all apartment/common area doors. The offices also got a fresh look with new carpeting and paint.

We also upgraded the office computers and had our IT person refurbish two of the replacements for resident use in the community room.

The replacement of perimeter entry doors is under contract and work was scheduled to begin on December 18th, however we felt this was too close to the REAC inspection date and decided to put the project on hold. The project is now scheduled to begin on Monday January 29th followed by floor replacement in the foyer and mail room.

**Other notable accomplishments:**

- Scored a ninety-eight (98) on REAC physical inspection.
- Public Housing Program achieved an occupancy rate of ninety-nine percent (99%).
- Section Eight voucher utilization was near perfect at ninety-nine-point five percent (99.5%). The EHA's overall Section Eight Management Assessment Program Score (SEMAP) for FY 2017 is a 100 designating the EHA as a high performer.
- Updated Section Eight briefing packets.
- Adopted Smoke-Free policy for all EHA owned property.
- Adopted the Violence Against Women Act (VAWA) policy.
- Partnered with St. Vincent DePaul to have healthy food delivered to residents with mobility challenges.

**Budget Report:**

Executive Director Teixeira reported that we are three full months into our fiscal year and are still uncertain what are funding will be for FY 2018.

The government is operating under a continuing resolution (CR) which is set to expire on January 19th and we are hearing reports that congress will likely pass another short-term CR to fund the government through mid-February.

Here's what is being proposed for FY2018.

	FY 2017 (current)	White House	House	Senate
Operating Fund	\$4.400 B	\$3.900 B	\$4.400 B	\$4.500 B
Capital Fund	\$1.942 B	\$0.628 B	\$1.850 B	\$1.945 B
HCV Renewals	\$18.355 B	\$17.584 B	\$18.710 B	\$19.370 B
Admin Fee	\$1.650 B	\$1.550 B	\$1.550 B	\$1.725 B

Executive Director Teixeira explained that line item that has us concerned is HCV renewals. The hot rental market along with significant increases to water and sewer rates has us worried that we won't receive the money needed to fully utilize all our vouchers. Executive Director Teixeira noted he and Section 8 Manager Dooling have been tracking this closely and will continue to do so.

Chair Person O'Barton adjourned the meeting at 3:46 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person