

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, February 2, 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	Boyd Allen
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Absent:

Co Vice-Chair Person	Vernon Sherman
Section 8 Manager	Margaret Dooling

Item #2. Approval of the Minutes of the January 12, 2018 Meeting

Chair Person O’Barton made a motion to approve the minutes as presented and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Capital Fund Budget FY 2018 (Draft):

Executive Director Teixeira reviewed the line items of 2018 Capital Fund Budget that outlines projects that are being proposed in FY 2018. He explained that the draft budget reflects some of the projects that are earmarked for completion in year four of the five-year Capital Improvement Plan. He further explained that Congress has yet to pass a spending bill for FY 2018 so the budget amount of \$135,000 may change which would require tweaking the budget.

Chair Person O’Barton inquired what the Operations line item consisted of and Executive Director Teixeira noted that this is partially a portion of his salary and the salary of the bookkeeper. Co Vice-Chair Person Allen wondered if a project did not happen if those funds could be repurposed. Executive Director Teixeira noted that they could and that this draft will be reviewed with the resident advisory committee and public hearing. Commissioner Gjettum inquired what the amount of the 2017 budget was and what the

worst-case scenario would be. Executive Director Teixeira noted that the 2017 budget was \$134,000 and he was hopeful for at least \$100,000 for 2018.

Executive Director Teixeira noted that HUD recently moved to an electronic filing system requiring all Capital Fund related documents to be uploaded to one of HUD's Secure System portals. He noted that we are getting familiar with the new filing system but expect to have the submission packet ready before the filing deadline.

Item #4. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that Water Street had a move-in for unit 311 which was leased on February 1st. He explained that five automated entry doors were scheduled to be installed by Stanley and included new handicap wall push plates. He explained the Community Room, and the two front doors in the vestibule have been completed, however, the north and south entrance doors were the improper size and will be done at a later date. The new front doors are equipped with emergency break-out glass panels and an automatic entry sensor on the front exterior door.

Maintenance Supervisor Harding-Smith stated that the front vestibule flooring will have a complete remodel starting on Monday February 5th with new linoleum in the mailroom and new tile for the vestibule. Maintenance Supervisor Harding-Smith explained that a unit turn at 5 Linden Fields will receive new VCT flooring and two bathroom renovations inclusive of new vanities, medicine cabinets, toilets, and tubs. He noted that the materials used will serve as the new model unit or standard for future remodels.

Item #5. Section Eight Managers Report

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

Jan Unit Totals and Figures:

January:	171 Units	\$107,093.00	Hap (excluding Port In)
	2 Ports	364	Utility Reimbursement
Total	169 Units	\$107,457.00	Total HAP

Public Housing Manager Birch noted that two tenants had fallen off the program this past week. Executive Director Teixeira thanked Public Manger Birch for her assistance during the absence of Section 8 Manager Dooling.

Item #6 Ten Minute Audience Participation

A Water Street resident inquired about the model unit Maintenance Supervisor Harding-Smith had referred to and it was explained that this would be the standard of equipment used in the remodels of any future family units and would not be a vacant model unit.

A Water Street tenant inquired about the Monday construction meetings for the town sewer project and if those meetings were still taking place and if there was any update on the project. Maintenance Supervisor Harding-Smith replied that the meetings are still

taking place and that it is an ongoing project. He noted that at this point the project has not had much of an impact on our property. Maintenance Supervisor Harding-Smith mentioned that he would be removing some dead trees out back but would like to save the lilac tree.

A Water Street resident inquired if the bus would have to enter through the south lot during the flooring project in the coming week. It was stated that they would, and the resident mentioned that she would advise the bus company.

Item #7. Executive Directors Report

Financial Report:

Executive Director Teixeira reported that the Government is still operating under a Continuing Resolution (CR) which is set to expire on February 8th. The hope is that Congress can reach an agreement on a spending bill before the deadline to avoid another Government shutdown. He explained that in the interim the Housing Authority is taking a conservative approach with spending particularly with the Section Eight Program putting a hold on the issuing of any new vouchers until we know for certain what the Housing Assistance Payments (HAP) budget authority will be for FY 2018. He noted that this is the line item that has us most concerned.

Commissioner Gjettum inquired if funds from improvement projects could be repurposed to house additional families. Executive Director Teixeira noted that this is not a possibility as they are two separate programs which are funded separately and at this point we really need to take a conservative approach.

Tax Support:

Executive Director Teixeira mentioned that AARP Tax support volunteers will be on site beginning Friday February 2nd to assist folks with preparing their taxes. This is a free service that will be held on Mondays and Fridays from 9:00 am -11:30 am and is open to the public.

Financial/Audit Report:

Executive Director Teixeira reported that we are still waiting on copies of the final audit report and will forward a copy to the commissioners once it is received.

Chair Person O'Barton adjourned the meeting at 3:35 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person