

**DRAFT**

**Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
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**M I N U T E S  
Board of Commissioners  
Friday, March 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 February 2, 2018 Meeting**

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

**Item #3. Public Housing Assessment System (PHAS) Report:**

Executive Director Teixeira reported the Exeter Housing Authority (EHA) was recently notified by HUD that the EHA achieved the designation as a High Performing Agency for fiscal year 2017. Public Housing Authorities are graded on four (4) indicators and must have an overall score of ninety (90) or above to achieve this designation. The EHA fell one (1) point shy of a perfect score achieving an overall score of ninety-nine (99). He noted that this is not easily accomplished and truly reflects the quality of people we have working at the EHA.

**Item #4. Agency Annual Plan FY 2018:**

Executive Director Teixeira explained that the EHA has started the process of developing the Annual Plan for FY 2018 with the expectation of completing plan requirements for approval at the May 4<sup>th</sup> board meeting. Below are the plan target dates.

Public Comment Period – February 23, 2018 thru April 8, 2018  
Resident Advisory Committee Review – March 22, 2018  
EHA Board Review – April 6, 2018  
Public Hearing – April 13, 2018  
EHA Board Approval – May 4, 2018

**Item #5. Update on Pump Station/Sewer Forced Mains Upgrade:**

Executive Director Teixeira reported that the contractor is on schedule to start installing the new sewer lines that will run along the back of our property. This work is scheduled to get underway around the middle of April however the contractor may request an earlier start which will be considered. This scope of the project is expected to take eight weeks to complete and during this period the EHA will lose the last ten parking spaces in the north lot which was anticipated. Executive Director Teixeira noted that residents who are impacted will be assigned another parking space somewhere on the property.

Executive Director Teixeira also noted that demolition of the pump house will begin next week and that the bypass pumps will now be running. The main pump is electric and should not produce much noise, however, diesel pumps will be used during high flow times.

Executive Director Teixeira announced that Wright Peirce Engineering and T-Buck Construction will attend the April 6<sup>th</sup> board meeting to provide an update on the project and answer questions from residents.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that alongside many winter ice and snow storms that the EHA had a unit turn at #5 Linden Fields which has been the focus of the maintenance staff for the past month. The new move-in was completed for March 1<sup>st</sup>. This is a 4 bedroom and 2-bathroom unit which required new paint, VCT flooring replacement throughout both floors, linoleum sheet vinyl in both bathrooms, new tub/shower units, bathroom vanities and sink tops, medicine cabinets, all new faucets, stairway refinishing, newer interior doors, toilets, and a new oven. These specific replacement items are potentially going to be the staple of upgrades moving forward for future remodeling vacancy updates.

Maintenance Supervisor Harding-Smith also reported that unit 220 at Water Street is another turnover including new carpet and paint which is expected to be completed before March 15<sup>th</sup>.

Maintenance Supervisor Harding-Smith also noted that the vestibule at Water Street had a facelift on February 5<sup>th</sup> with modern tile and traction carpet inlay squares. The next project will be the north and south automatic entry doors which will be installed on March 14<sup>th</sup>. Chair-Person O'Barton commented on how nice the vestibule looks.

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

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

Feb Unit Totals and Figures:

February:	168 Units	\$107, 100.66	Hap (excluding Port In)
	2 Ports	364	Utility Reimbursement
Total	166 Units	\$106,736.66	Total HAP

**Item #8 Ten Minute Audience Participation**

A Water Street resident inquired about cleaning behind refrigerators and stoves. Maintenance Supervisor Harding-Smith noted that perhaps moving these items so that tenants could clean behind them could possibly be coordinated with the annual apartment inspections. Another tenant inquired about removing the baseboard covers for cleaning. It was noted that this is not recommended due to the sharpness of the unit and that a crevice tool on the vacuum is recommended.

Executive Director Teixeira mentioned that the PEA student who attended the last Commissioners Meeting presented her work to a group of residents and her professors this week in the community room. Executive Director Teixeira commented that she had done a wonderful job and thanked the residents for sharing their stories with her. He also thanked Water Street resident Mary Dupre for her efforts in coordinating this project for the student.

**Item #9. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira noted that both programs look good through 4 months. He explained that there are a few line items that are running over but that those are mostly related to the winter months and are expected to level off. He reported that funding levels for FY 2018 have yet to be determined as the Government continues to operate under a continuing resolution which is set to expire on March 23<sup>rd</sup>. Earlier this month the President unveiled his FY 2019 budget that included massive cuts to HUD programs. The budget would provide zero dollars for the Public Housing Capital Fund and the Community Development Block Grant (CDBG). The budget also calls for reducing the Public Housing Operating Fund by 44%, the Section 8 Housing Assistance Payments by 4.6%, and the Section 8 Administration Fee by 6.7%. He noted that it is unlikely that Congress will agree to these funding levels however the starting point is concerning.

**Election of Officers:**

Executive Director Teixeira reminded board members that the election of officers is typically held in April.

Chair Person O'Barton adjourned the meeting at 3:40 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person