

**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 6, 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
Co Vice-Chair Person	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith

Absent:

Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Item #2. Approval of the Minutes of the March 2, 2018 Meeting

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

Item #3. Update on Pump Station/Forced Sewer Main Upgrades:

Andy Morrill from Wright-Pierce, the sewer line design engineers, was introduced to present the updates on the Pump Station/Forced Sewer Main project. Keith Kenney and other staff from T-Buck construction were also in attendance. Mr. Morrill noted that the pump station structure had been demolished and that some of the loud noises residents may have heard were the metal sheets being driven into the ground to contain the construction site. He explained that beginning April 16 work would begin in the north parking lot to run the pipes through and that this process should take about two weeks followed by paving and that the project remained on schedule. He noted that representatives from AECOM would be monitoring the air quality at the site for any contaminates. A resident inquired what would happen if contaminants were found. Mr. Morrill explained that work would stop, and action would be taken. He noted that this would be unlikely affect any residents as the area of any concern is located on the other side of the site. Another resident inquired if the vegetable garden would be disturbed and

Mr. Morrill advised that it would not. A resident also inquired about the new pump house building and Mr. Morrill noted that it would be smaller than the previous structure and would that the design would match better with the Water Street building and will be surrounded by a white fence. A resident inquired if summer activities would be interrupted on the parkway and Mr. Morrill explained that they would not however traffic on the parkway would remain one-way. A resident inquired about the noise from the pumps and Mr. Morrill explained that the noise from the pumps will go away eventually and that exhaust fans would be located on the river side of the building. Any odor should be contained by the building however the construction does allow for an odor control system to be installed later if necessary. Executive Director Teixeira asked Mr. Morrill to discuss the construction that will be happening in the south parking lot. Mr. Morrill noted that a new power line will be installed to supply separate power to the pump station and that this portion of the construction would likely take place mid-summer. Co Vice-Chair Person Allen inquired if that would result in a power outage for the building and Mr. Morrill explained that it would not. Chair Person O'Barton inquired if there would be wet well odor over the summer. Mr. Morrill noted that the smell would be an improvement and even better when the project is complete. Co Vice-Chair Person Sherman noted that the structure previously only smelt when the workers put the fans on. A resident asked if the pumps would run all summer and Mr. Morrill replied that they would however the noisy diesel pumps will only by running during high flow periods. Executive Director Teixeira and the Commissioners thanked Mr. Morrill for his presentation and noted that C.J. would continue with the weekly meetings and any future questions could be addressed during these meetings.

Item #4. Agency Annual Plan Review FY2018:

Executive Director Teixeira noted that we are at the midway point of the review process of the Annual Plan with the expectation of seeking plan approval at the May meeting. The plan was presented to the resident advisory committee last month and the public hearing will be held next week. He noted that copies are posted in the laundry rooms and 1st floor bulletin board for review. Executive Director Teixeira reviewed the goals of the Annual Plan and noted that the Public Hearing would be held on April 13th at 1:00 P.M. Co Vice-Chair Person Allen inquired if that would be he held at the town offices and Executive Director Teixeira noted that it would be held here at Water Street. A Water Street resident inquired if new stoves were part on the Annual Plan and Executive Director Teixeira noted that they were.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that the North and South automated entry doors at Water Street are being installed this week and will close out the project. He explained that as winter comes to an end the Maintenance Department will be removing the snow gear and cleaning all machines and trucks in the weeks to come. The landscaping equipment will have preventative maintenance performed to be ready for the spring transition.

Maintenance Supervisor Harding-Smith reported that recent unit turns included number 11 Linden Fields which is a 4-bedroom handicap apartment which received new flooring

and paint and was leased on March 30th. This was a transfer from 4 Linden Fields which is next on our list of turn-overs. Number 220 Water Street had a move-in date of March 15th and had new carpet and paint installed. With a very busy month ahead we will be focusing our days on multiple unit turns. Unit 317 at Water Street is scheduled to be leased on April 13th followed by 4 Linden Fields on May 1st.

Maintenance Supervisor Harding-Smith reported that on Wednesday April 4th he attended a one-day training for HUD Environmental Review Procedures at the NH Department of Environmental Service at Pease International Trade Port which proved to be quite informative.

Item #6. Section Eight Managers Report

Executive Director Teixeira reported the following figures on behalf of Section 8 Manager Dooling and noted that the voucher number has now dropped to 161. He explained that 6-7 people were screened this week and another 7-8 are scheduled to be screened next week.

March Unit Totals and Figures:

165 Units	\$106,708 Hap
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He also reported that Section 8 Manager Dooling would be returning to work on Monday on a part-time basis of 12 hours a week.

Item #7 Ten Minute Audience Participation

A Water Street resident inquired about additional housing near the Linden Fields property. Executive Director Teixeira explained that additional housing is one of the goals explained in the annual plan and that we would continue to seek opportunities, however the project intended near Linden Fields had fallen through. Another developer is building in that area however, it is not affiliated with us. Various residents inquired about stove repairs for burners, drip pans and leveling. Maintenance Supervisor Harding-Smith explained that work orders should be submitted for any of these issues. As far as stove replacement he noted that they would be looked at on a case by case basis and if it was determined irreparable a replacement would be made. A tenant inquired if all stoves would be replaced all at once. Executive Director Teixeira that he does see that in the future, however not in the coming year but perhaps the following year. Chair Person O'Barton noted that the capacity of this style stove would be the same as those they have.

A Water Street resident inquired about ants and Maintenance Supervisor Harding-Smith noted that he would be treating the outside of the building. Another resident inquired about cleaning the bathroom fan and Maintenance Supervisor Harding-Smith noted that typically this is not something that maintenance assists with however if a resident had no family or friends to help them with this task that they could submit a work order for assistance.

Item #8. Executive Directors Report**Financial Report:**

Executive Director Teixeira reported that both programs continue to look good through 5 months. As mentioned last month we do show a few line items running over which is due to the cost incurred in preparation of the HUD/REAC physical inspection and the cost associated with overall winter expenses. These line items are expected to level off as we move forward.

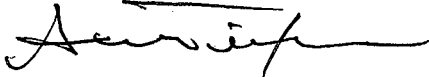
Executive Director Teixeira explained that last month Congress passed, and the President signed the FY 2018 spending package which contained a 10 percent increase to HUD programs compared to FY 2017 levels as follows:

- Public Housing Capital Fund: \$808.5 million increase
- Public Housing Operating Fund: \$150 million increase
- Section 8 Housing Assistance Payment Renewals: \$1.245 billion increase
- Administrative Fee: \$90 million increase

Executive Director Teixeira explained that with the uncertainty of how the FY 2018 HUD budget would play out we had decided to take a conservative approach with the voucher program opting not to issue any new vouchers. With the recent budget announcement, we have started to ramp up voucher utilization with the goal of maximizing our budget authority.

Chair Person O'Barton made a motion to adjourn the public portion of the meeting. Vice Co-Chair Person Allen made a motion to enter Non-Public Session per NH RSA91-A:3 II, seconded by Commissioner Gjetum. Co-Chair Person Allen made a motion to come out of Non-Public Session per NH RSA91-A:3 II, seconded by Commissioner Matick and the meeting was adjourned.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person