

**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, June 1, 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 |
| 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 | Boyd Allen |
| Section 8 Manager | Margaret Dooling |

Item #2. Approval of the Minutes of the May 4, 2018 Meeting

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

Item #3. Acceptance of 2018 Capital Grant (board resolution)

Executive Director Teixeira reported that the EHA recently received notice from Department of Housing and Urban Development (HUD) that the EHA will receive \$206,796 in capital improvement assistance for FY 2018. This is approximately \$70,000 more than anticipated which required some changes to the 2018 Annual Plan budget. He further explained that replacement of sliding doors at the Linden Fields property was added to the plan for \$40,000 and other additional funds were added to grounds, painting, operations and to the VCT flooring project at Linden Fields. Executive Director Teixeira noted that the High Performer status had provided an additional \$9,800 in funding. Chair Person O'Barton read the following resolution to accept the Capital Grant and the resolution was accepted with a vote of 5 ayes and 0 nays.

**Board Resolution of the Exeter Housing Authority to Accept the
2018 Capital Fund Grant in the Amount of \$206,796**

The following resolution was introduced by Chairwoman O'Barton on June 1, 2018 and read in full and considered:

RESOLUTION NUMBER 06-2018

Resolved:

Be it resolved by the Board of Commissioners to Accept the 2018 Capital Fund Grant in the Amount of \$206,796

AYES

Chair Person Renee O'Barton
Co Vice-Chair Person Vernon Sherman
Co Vice-Chair Person Boyd Allen (by proxy)
Commissioner Margaret Matick
Commissioner Pam Gjettum

NAYS

Item #4. Review of Personnel Policy

Executive Director Teixeira explained that it has been several years since we last examined the EHA Personnel Policy. He recommended that a Personnel Policy Committee be formed to review the current policy and report the findings along with any recommendations to the Board. He recommended the committee consist of two commissioners, a minimum of one employee, and the director. He noted that he would also seek input from the attorney to assure that the policy is in compliance with federal and state labor laws. Co Vice-Chair Person Sherman volunteered, Commissioner Gjettum reported that she currently had too much on her plate and Commissioner Matick volunteered as well. Public Housing Manager Birch also volunteered to sit on the committee and the committee was formed. Executive Director Teixeira noted that he would set up a committee meeting later in the month to begin the process.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that unit turns for the month of May at Water Street consisted of apartment number 320 which received new carpet and paint with a move-in date of May 15th. Unit 101 also had a move-in date of May 15th and received new paint. Unit 315 was leased earlier in the day and received new carpet and paint. These units close out a wave of 7 units in total.

Maintenance Supervisor Harding-Smith noted that Water Street tenants can now enjoy the 7 raised garden beds provided by the D.P.W. as a big thank you for allowing the construction project in our back yard. The garden shall also receive a newly built shed expected to arrive in 2 weeks. As for all properties; summer weekly mowing has now begun. The Water Street irrigation startup procedure was completed last week. Last year the timer clock panel was upgraded include a rain sensor that will allow for water saving. The rear of the property does not have zones functioning yet because of the construction project. This will also provide savings with the usage of water this season.

Maintenance Supervisor Harding-Smith also mentioned that construction crew out back would need to run a by-pass system across the parkway which would involve using the man hole near the flower bed and the residents should expect to hear the crew working late for a couple of days. He also reported that the project would require electrical work to be done in the south parking lot and that tenants would be displaced from the parking spots for a period of time. A Water Street resident inquired where they would park, and Public Housing Manger Birch noted that she would be in touch with affected residents on Monday.

Item #6. Section Eight Managers Report

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

May figures: Unit Totals: 161 HAP Spent: \$103,667.00

Co Vice-Chair Person Sherman inquired what the average unit total was for the year and Executive Director Teixeira noted that it was 165.

Item #7. Ten Minute Audience Participation

A Water Street resident commented that Maintenance Supervisor C.J. Harding-Smith had been doing a great job with the lack of staff. Executive Director Teixeira noted that the EHA will be advertising for both part-time and full-time maintenance positions.

A Water Street resident inquired how long the construction work would take in the south parking lot and Executive Director Teixeira reported that it would take approximately two weeks.

Another Water Street resident reported that she had seen a squirrel in the dumpster and had concerns about it approaching residents and rabies. Maintenance Supervisor Harding-Smith noted that he would spray some pest deterrent around the area.

Item #8. Executive Directors Report

Fraud Awareness/Active Shooter Presentation

Executive Director Teixeira reported that officers from the Exeter Police Department will be here on Tuesday June 26th to do a presentation on fraud awareness and to provide

guidance on what to do in the event of an active shooter. The presentation is scheduled to kick off at 10:00am and he encouraged all residents and staff to attend.

Cook-out

Executive Director Teixeira noted that the first of two-summer cook-outs is scheduled for Friday June 22nd at 12:00pm. Burgers, hot dogs, and chicken will be served along with delicious side dishes prepared by the talented residents. He extended the invitation to and hopes that the commissioners can attend.

Financial Report:

Executive Director Teixeira reported that both programs continue to look good thru seven months. On the Public Housing side, there are a few line items that are running over however the overall budget looks good and he does not have any concerns currently. The EHA did receive some good news regarding the Operating Fund Subsidiary for FY2018. HUD recently published the preliminary budget which is approximately \$20,000 more than expected. This will help offset some of the line item overruns.

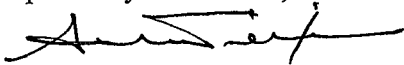
Executive Director Teixeira reported that on the Section Eight side, HUD published the HAP Assistance Budget Authority for FY2018. The budget authority came in at \$1,264,422 which averages out to be \$105,369 per month. The budget authority will allow the EHA to utilize about 165 vouchers on average per month for the rest of the year which will fall short from previous years. This is attributed to the strong rental market on the seacoast which has driven up rents and has made it difficult to find apartments that fall within the payment standards. Executive Director Teixeira noted that the EHA does have access to HUD held reserves that could be used to help support the issuance of additional vouchers however finding rentals that meet the payment standards will continue to be a challenge.

Annual Housing Conference: (save the date)

Executive Director Teixeira explained that the housing conference will be held this year at the Meadowmere Resort in Ogunquit Maine. The three-day conference is scheduled for September 10 -12. Further details will be provided once the agenda has been finalized.

Chair Person O'Barton adjourned the meeting at 3:33 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person