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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, August 3, 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:

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

Item #2. Approval of the Minutes of the June 1, 2018 Meeting

Commissioner Gjettum made a motion to approve the minutes as presented, seconded by Commissioner Matick; Co Vice-Chair Person Allen abstained from the vote as he was not in attendance of the June meeting and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Personnel Policy Committee Report

Executive Director Teixeira reported that the committee has met three times and is about halfway through the review process. The meetings have been very productive, and they have highlighted the need to exam the current policies. He noted that the committee will only meet twice in August due to folks being on vacation, therefore a draft is expected to be prepared for board review at the October meeting.

Item #4. Award Contract for Painting of Gazebo at 277 Water Street

Maintenance Supervisor C.J. Harding-Smith reported the 4 bid amounts highest to lowest as follows:

Caprioli Painting	\$5882
Geoff Tiernan Painting	\$5560
Tyler McAniff Painting	\$2700
Justin Pacy Painting	\$2300

Maintenance Supervisor Harding-Smith explained that Justin Pacy Painting was the choice of contractor for this job. Co Vice-Chair Person Allen made a motion to award the contract to Justin Pacy Painting at \$2300.00, seconded by Commissioner Gjetum and the contract was approved with a vote of 4 ayes and 0 nays.

5. Award Contract for Tree Removal at 277 Water Street and Linden Fields

Maintenance Supervisor C.J. Harding-Smith stated that this project will include 2 trees pruned, 2 trees removed, and 4 stumps grinded at Water Street. 2 trees and a large bush removed and stump grinded at Linden Fields. Maintenance Supervisor C.J. Harding-Smith outlined the bids from highest to lowest as follows:

Knowles Tree Service	\$3300	
Piscataqua Landscaping	\$2800	
Seacoast Treecare	\$2800	
Bartlett Tree Experts	\$2595	Scheduling 2 ½ weeks out
Ralston-Valley Tree Service	\$1930	Scheduling within 2 weeks
Urban Tree Service	\$1925	Scheduling 8-10 weeks out

Maintenance Supervisor C.J. Harding-Smith explained that Ralston-Valley Tree Service was the choice of contractor given the five-dollar difference and the completion time frame. A Water Street resident questioned if the trees which were being removed would be replaced. Executive Director Teixeira noted that they would not be replaced at this time however we do have money designated to do so in the future. Water Street resident Mary Dupre noted that she had recently been speaking to the county forester and was wondering if he could come talk to residents regarding the types of trees in the area and perhaps suggest some species he would recommend for replacement. Executive Director Teixeira asked if she would arrange a meeting with the county forester. Co Vice-Chair Person Allen made a motion to award the contract to Ralston-Valley Tree Service at \$1930.00, seconded by Commissioner Gjetum and the contract was awarded with a vote of 4 ayes and 0 nays.

6. Housing Conference

Executive Director Teixeira noted that this year's housing conference will be held at the Meadowmere Resort in Ogunquit Maine from September 10th thru the 12th. The conference will feature several interesting topics and will include a Washington update that will be presented by Marilyn O'Sullivan Director of HUD Boston. He extended the invitation to the commissioners and noted that they should let the office know before August 15th if they would like to attend. Chair-Person O'Barton expressed interest in attending.

7. Maintenance Supervisors Report

Maintenance Supervisor C.J. Harding-Smith reported that the EHA hired a part time cleaner last month named Rebeccah Salisbury and have also added a new Maintenance Technician to the team. The new maintenance technician is Paul Denuzio and he started this past Monday, July 30th. He noted that both were doing a great job so far. Chair-Person O'Barton inquired if the cleaner was responsible for the common areas or individual apartments. Maintenance Supervisor C.J. Harding-Smith replied that she is cleaning the common areas and will clean apartments for turnovers. Executive Director Teixeira reminded commissioners to take a look at the new garden beds before they leave and commented on how beautiful it looks.

Maintenance Supervisor C.J. Harding-Smith explained that the month of July had been very productive with many projects which are now in the beginning stages. The sealcoating, crack filling and striping project at Water Street, Linden Fields, and Auburn Street properties is out to bid. The public bid opening is scheduled for August 14th.

Maintenance Supervisor C.J. Harding-Smith noted that the Linden Fields property will also receive new front entry doors with internal screens and sliders. The EHA currently has a consultant working on the design plan for this project. The final project on the horizon is the remodel and update of both common area bathrooms at Water Street.

Other completed projects included the removal of the old shed and installation of new shed provided by the Exeter DPW for the vegetable garden. Maintenance only had one unit turn this past month which was unit 101 at Water Street.

Item #8. Section Eight Managers Report

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

July Unit Totals and Figures:

July:	164 Units	HAP Spent	\$104,143
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Public Housing Manager Birch explained that Section 8 Manager Dooling had leased some tenants up this week and that numbers should increase. Executive Director Teixeira

noted the difficulty voucher holders were facing when looking for apartments and that the lease up rate has decreased from approximately 95% to 70%.

Item #9. Ten Minute Audience Participation

A Water Street resident updated everyone on the progress of a hospitalized resident. Commissioner Gjettum inquired if the residents were happy with the new cleaner and it was noted that she was doing a great job.

Item #10. Executive Directors Report

Financial Report:

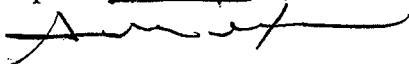
Executive Director Teixeira noted that both programs look good thru nine months. Public Housing is showing a slight deficit; however, this number is skewed as it reflects a \$48,583 expense for common area improvements under the Extraordinary Maintenance Line Item, and it doesn't account for the \$48,000 that was authorized to fund the project utilizing EHA reserves. If you factor in the \$48,000 we are \$43,141 in the black thru nine months. Section 8 is \$38,476 in the black thru nine months most of which is due to excess housing assistance payments (HAP) which is attributed to a very hot rental market that has pushed area rents above our payment standards making it difficult for voucher holders to find an apartment. Any unused HAP will be recaptured by HUD and placed in reserves for future use.

Cook-out:

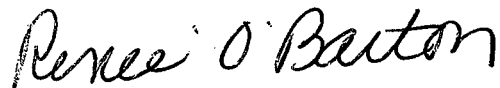
Executive Director Teixeira reported that the grills will be fired up for the last time this summer on Friday August 17th. Burgers, hotdogs, chicken, and, something new to the menu veggie burgers will be served along with the wonderful side dishes prepared by our talented residents. Executive Director Teixeira noted that he has extended an invitation to the good folks at the Water Department for building the raised garden beds and custom-built garden shed.

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

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person