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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, October 5, 2018 3:15 PM**  
**Community Room, 277 Water Street**  
**Exeter, NH 03833**

Chair Person O'Barton opened the meeting recognizing Executive Director Teixeira's 25 years with the Exeter Housing Authority. He was thanked for his hard work and dedication to the Exeter Housing Authority. Residents, Commissioners and staff enjoyed some cake in his honor.

**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   | Vernon Sherman     |
| Co Vice-Chair Person   | Boyd Allen         |
| Commissioner           | Margaret Matick    |
| Executive Director     | Tony Teixeira      |
| Maintenance Supervisor | C.J. Harding-Smith |
| Section 8 Manager      | Margaret Dooling   |
| Public Housing Manager | Jill Birch         |

Absent:  
Commissioner  
Pam Gjettum

**Item #2. Approval of the Minutes of the September 7, 2018 Meeting**

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

**Item #3. Housing Conference Report**

Public Housing Manager Birch reported that she found the conference very informative, particularly the HUD representatives who spoke about the future of Public Housing. She mentioned that she attended a presentation on human trafficking which she found alarming to hear of the number of cases in this area. Section 8 Manager Dooling noted that she found the forecasting seminar helpful particularly a scenario where she was able to plug in actual agency numbers. Co-Vice Chair Person Sherman spoke about HUD converting Public Housing Units to RAD units and felt that it would likely be to our

benefit to look into this. He also mentioned a seminar regarding ways to stay off HUD's radar and noted that a 99 PHAS score should keep our agency off the radar. Executive Director Teixeira noted that he had many questions about RAD which he would like to investigate including the amount of capital funds and operating fund as well as what may become of the pilot.

**Item # 4. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith noted that the month of September started off with the completion of unit 124 at Water street which had a move-in date of the 14<sup>th</sup> and received new paint. Also, at Water Street was the completion of painting of the garden shed to match the color scheme of the main building. During the past few weeks the parking lot Sealcoat, crack filling and line striping project has been completed at Water St, Linden Fields, Auburn St., and Portsmouth Ave. Due to some challenges pertaining to weather there was a small delay however these properties have now been completed. At Auburn St, unit 20 has been started which will receive new paint, a new bathroom tub surround, and a new vanity. The move-in date is set for October 14<sup>th</sup> which is also an in-house transfer from another property.

Maintenance Supervisor Harding-Smith reported that from September 25<sup>th</sup> to the 27<sup>th</sup> he attended the NERAHMS 29<sup>th</sup> Annual Maintenance Conference on behalf of EHA. The subjects covered were as follows: Promoting a Harassment Free Workplace, Kitchen Appliance Repair, Dynamic UPCS/REAC Compliance Training, Plumbing/Electrical Fundamentals, and Pest Control. He explained that currently there isn't any NH based housing authority members that are participating on the board, so he had inquired about the position which, thanks to Executive Director Teixeira's approval, he will now be a part of the NERAHMS committee.

Maintenance Supervisor Harding-Smith reported the upcoming projects to include new entry doors and slider doors at all 15 family units at the Linden Fields property. This project will be starting on the 25<sup>th</sup>. Executive Director Teixeira noted that 5 additional doors have been added to the project for the maintenance/community room areas since the bid came in so low. Co Vice-Chair Person Allen inquired if the additions could be part of the same contract which Executive Director Teixeira noted that it would. Maintenance Supervisor Harding-Smith stated that the Water Street property would be upgrading the community bathrooms with new fixtures, flooring, tile, and paint and that the bid opening is scheduled for October 29<sup>th</sup>.

**5. Section Eight Managers Report**

Chair Person O'Barton welcomed Section 8 Manager Dooling back to the meetings. Section 8 Manager Dooling reported the following figures:

September Unit Totals and Figures:

Total Units	171	Total HAP	\$109,394
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**Item #6. Audience Participation**

A Water Street resident asked if the EHA would be replacing the employee who left this week who had been doing the cleaning. Executive Director Teixeira noted that the EHA will be hiring a replacement.

Another resident inquired if it would be possible to paint a white line where the parking lot meets the sidewalk in the north lot because she finds it to be a tripping hazard. Maintenance Supervisor noted that he could do that.

**Item#7. Executive Directors Report**

**Budget Report:**

Executive Director Teixeira noted that both programs continue to look good through eleven months and both are expected to yield surpluses. Howie (the fee accountant) will be in later this month to close out FY2018 and to help prepare for the financial/compliance audit in December. We will have a better sense of how we finished the year financially at that time and will share year end results at the November meeting.

Executive Director Teixeira reported that the President signed into law a continuing resolution (CR) that will fund the government through December 7. The CR did include a minibus spending package that will fund some departments however the Department of Housing and Urban Development (HUD) was not part of the package and will continue to be funded at FY2018 levels through December 7. Early indicators are that FY2019 funding levels will be at, or close to FY2018.

**Pump Station Project Update:**

Executive Director Teixeira explained that the portion of the project that is being completed on our property is scheduled to be finished sometime in December. He explained that he has reached out to Wright-Pierce Engineering regarding setting a date to have them provide the final project report to residents of 277 Water Street. Co Vice-Chair Person Allen inquired if the contractor would put down winter rye on the lawn and Executive Director Teixeira noted that they would put something down and that a new fence would encompass the entire pump station. A Water Street resident inquired if the flower beds would be affected by the fence removal. Maintenance Supervisor Harding-Smith noted that they would use caution and that they may gain some space in the flower beds.

Chair Person O'Barton adjourned the public portion of the meeting at 3:37 P.M.

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Commissioner Matick made a motion to enter Non-Public Session Per NH RSA91-A:3II (a), seconded by Co-Vice Chair Person Sherman.

The Board returned from Non-Public Session Per NH RSA91-A:3II (a) and authorized employee salary increases and bonus totaling \$10,000.00.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person