

**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, January 11, 2019 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	Pam Gjettum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Co Vice-Chair Person	Vernon Sherman
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Item #2. Approval of the Minutes of the November 2, 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. Impact of Government Shutdown

Executive Director Teixeira explained that the government shutdown continues into the new year with no end in sight. Funding for the border wall has resulted in a stalemate with Democratic leadership and the President. Both sides met at the White House last week to attempt to broker a deal, however no progress was made. He further explained that HUD has reported that Public Housing Authorities PHA’s can expect funding in February for both Public Housing and Section 8, however there appears to be some uncertainty if the shutdown continues beyond February. Executive Director Teixeira noted that the EHA could tap into reserves for HAP payments but that would only

provide enough funding through March. He and Section 8 Manager are considering the formulation of a letter to tenants and landlords.

A Water Street resident inquired if the government shutdown would impact Social Security and Executive Director Teixeira noted that it would not. Chair Person O'Barton inquired if we would be reimbursed if we used the reserve funds and Executive Director Teixeira stated that we would.

Item #4. Financial/Compliance Audit FY2018

Executive Director Teixeira reported that the on-site portion of the audit was performed during the first week of December and indications are that the audit went well with no findings. We typically receive the final audit report in mid-February and copies will be provided to board members at the March meeting. He also noted that the EHA has been subject to a HUD audit during this same time period and that Section 8 Manager Dooling would explain this further.

Item #5. Public Housing Assessment System (PHAS) Score FY2018

Executive Director Teixeira reported that the Department of Housing and Urban Development (HUD) recently published our agency PHAS score for FY2018 and was pleased to announce that the EHA has maintained the status of High Performer with an overall score of ninety-nine (99). Public Housing Authorities are assessed on four (4) components. physical condition of properties, financial condition, management, and management of capital fund program. A copy of the report was attached for board review.

Item #6. Rental Assistance Demonstration (RAD) Discussion

Executive Director Teixeira explained that there has been a big push for the RAD program by the current administration. Commissioners should have received an e-mail last month from Robert Cwieka at HUD Boston that should have included information on the RAD program. The program essentially allows PHA's to convert units from their original funding sources to project-based Section 8 contracts, and PHA's would no longer be restricted from securing private loans to address deferred capital needs. We have been informed that staff from HUD Boston will be reaching out to us to discuss the RAD program and other repositioning opportunities. Executive Director Teixeira noted that he has many questions about the program which he would address with HUD representatives when the time comes. Commissioner Gjetton inquired if converted to RAD, could funds be used to obtain additional property and Executive Director Teixeira responded that they could.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith stated that many capital improvements have been started and completed between the months of November and January. The Water Street community bathroom renovations are near completion. Both bathrooms received new plumbing fixtures including sink, vanity, and toilets. Also included were new ceiling tiles, L.E.D. lighting, handicap grab bars, trash/paper towel receptacles, tile installation

on floors and walls, and toilet paper dispensers. The Linden Fields property had new entry doors and new slider doors installed. The remaining 2 units which are yet to be completed are numbers 1 and 6 and are A.D.A compliant units which required rear french door style for easy access. Number 1 will also receive a handicap pressure treated ramp. The 3 doors at the community building at Linden Fields and the 2 entry doors of the property at Portsmouth Ave were replaced as well according to the original style.

Maintenance Supervisor Harding-Smith reported that the vacancy at Linden Fields unit #4 was completed with a move-in date January 1, 2019. This unit already had new VCT flooring installed earlier this year. A new tub surround, medicine cabinet, bathroom ceiling, and vanity were installed. The vacancy at Water Street, unit #112 also had a move-in date of January 1st and this unit received new paint. Unit #119 received new carpet and paint which had a move-in date of December 14th. The next units to focus on for next month will be Water St unit 104 and Auburn St. unit 20 for mid-February.

Maintenance Supervisor Harding-Smith was happy to report that a new gas fire-log set was installed into the fireplace at the community room at Water St including a new valve and holder.

Item #8. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures.

December Unit Totals and Figures:

Total Units	171	Total HAP	\$111,559
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Section 8 Manager Dooling reported that the EHA finished the year with an overall lease rate of 98.38% and utilized all the HAP dollars sent to us. We were actually \$25,000 over our budget authority. As mentioned at our last meeting because we dipped into our reserves, we will really need to be careful and watch our HAP this year going forward.

Section 8 Manager Dooling further explained that the EHA has been selected for a HUD Remote Voucher Management System (VMS) data validation review. This is basically a Quality Control Audit to make sure that the figures we submit to HUD's VMS system are what is accurate as far as our units leased, HAP spent, portability units/HAP, and voucher issued out on the street. This required us to send multiple documents to HUD for verification. Section 8 Manager Dooling noted that she had spoken with the HUD representative in the initial stages of the audit, however, has not heard anything since and did not expect to with the government shutdown.

Item #9. Ten Minute Audience Participation

Commissioner Matick mentioned that residents had been complaining that it was cold in the community room during bingo and craft night. Maintenance Supervisor Harding-Smith stated that he would re-program the thermostats for a more comfortable temperature during those periods.

A Water Street resident inquired if the EHA would be hiring someone to clean the laundry rooms. Executive Director Teixeira noted that regular cleaning of the properties is handled by the maintenance staff and that the part time staff position is difficult to fill but the Maintenance Supervisor Harding-Smith would see to it that the laundry rooms were cleaned.

Residents and board members noted that they were happy to have the new fire log.

A Water Street resident inquired about the letter from the Water Department and its effect on dialysis patients. Executive Director Teixeira advised that she call the suggested number on the letter if she should have any questions.

A Water Street resident noted that the trash barrels outside the maintenance exit were often overflowing and could not understand why residents would do this rather than walking to the dumpster. It was noted that the intention of these barrels was for those who physically could not walk to the dumpster and that they were intended for small grocery bags of trash not full kitchen size. It was suggested that the issue be mentioned on the new message monitor and Maintenance Supervisor Harding-Smith stated he would put some signage near the barrels. Another resident inquired if ice melt could be placed on a path to the dumpster and Maintenance Supervisor Harding-Smith noted that this is being done.

Item #10. Executive Directors Report

Budget Report:

Executive Director Teixeira noted that the budget report reflects two months into FY2019 and that he does not see any concerns at this point. This however could change if the government shut down continues. We are showing a HAP shortage; however, this is due to HUD recapturing prior HAP over disbursements and this is expected to level off.

Coffee with a Cop:

Executive Director Teixeira announced that officers from the Exeter Police Department will be here on Tuesday January 29, to meet with residents. Coffee with a Cop's mission is to break down barriers between police and the citizens they serve by removing agendas and allowing opportunities to ask questions, voice concerns, and get to know the officers in our neighborhood.

Message Monitor:

Executive Director Teixeira reported that a message monitor has been installed in the lobby and has received rave reviews. The monitor was installed last month just before the holidays which provided an opportune time to get holiday information out to residents.

Tax Support:

Executive Director Teixeira noted that volunteers from AARP will be back to assist folks needing help with preparing their income taxes. Tax support will be offered in the community room on Mondays and Fridays from 9:00am – 11:30am and will run from February 1st thru April 15th.

Chair Person O’Barton adjourned meeting at 3:46 P.M. and noted that the next board meeting would be February 1, 2019 at 3:15 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O’Barton
Chair Person