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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, February 1, 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
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
Commissioner	Margaret Matick

**Item #2. Approval of the Minutes of the January 1, 2019 Meeting**

Co Vice-Chair Person Allen made a motion to approve the minutes as presented, seconded by Commissioner Gjettum and the minutes were approved with a vote of 3 ayes and 0 nays.

**Item #3. Update on Government Shutdown**

Executive Director Teixeira reported that on January 25<sup>th</sup> Congressional leaders and the White House reached a deal to a short-term spending bill that will expire on February 15<sup>th</sup>. It has been confirmed that the three-week continuing resolution will fund HUD programs for March and April. He explained that the continuing resolution is certainly good news for those who have been impacted by the shutdown, however a full year spending bill is what is truly needed.

**Item #4. Financial/Compliance Audit FY2018**

Executive Director Teixeira noted that Ron Worden from Otis Atwell was out on Friday January 25<sup>th</sup> to conduct an exit meeting. The meeting provided an opportunity to share

the results of the audit and to point out any financial or program compliance concerns. Executive Director Teixeira noted he was pleased to report that the audit revealed no findings and that the EHA's cash and investment showed an increase of \$59,589. The full audit report was distributed to all board members.

Executive Director Teixeira also reported that the results of the Section 8 remote audit were in and he had received confirmation that the data was found to be accurate and reliable and credited Section 8 Manager with a job well done. He reminded folks that a clean audit of this nature is not easily achieved and noted one agency where a 3-million-dollar discrepancy was found.

**Item #5. Annual Plan FY2019**

Executive Director Teixeira reported that the EHA is in the process of finalizing the Annual Plan for FY2019 with the following target dates in mind.

- Public Comment Period – January 25, 2019 thru March 11, 2019
- Resident Advisory Committee Review – February 22, 2019
- EHA Board Review – March 1, 2019
- Public Hearing – March 15, 2019
- EHA Board Approval – April 5, 2019

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the unit turns that are currently works in progress are Auburn Street #20 which will have minor touchups and maintenance performed, Water St #104 will receive new carpet and paint. Both move-ins are scheduled for February 15th. One unfortunate replacement, at our Portsmouth Ave property, was the fire control panel and wireless radio box. Both emergency devices failed and shorted out which created the issue of non-communication to the Exeter Fire Department. The EHA has upgraded both modules and this property is now online. Co Vice-Chair Person Allen inquired what had caused the short in the system and Maintenance Supervisor Harding-Smith responded that this issue was a result of aging equipment.

**Item #7. Section Eight Managers Report**

Section 8 Manager Dooling reported the following figures.

January Unit Totals and Figures:

Total Units	170	Total HAP	\$110,517
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Section 8 Manager Dooling noted that she was happy that the HUD audit was complete and would be focusing on lowering the numbers to be on target. Executive Director Teixeira noted that the EHA had tapped into HUD held reserves for several years now and that the EHA would need to stay within funding levels which may mean under leasing.

**Item #8 Ten Minute Audience Participation**

Chair Person O'Barton inquired if the garbage issue discussed at a previous meeting had been resolved and Maintenance Supervisor Harding-Smith noted that the issue was being kept up with. Executive Director Teixeira commended the maintenance staff for a great job on the walkways and snow plowing with the recent storm. A Water Street resident agreed. A Water Street resident also mentioned that the windows in her apartment seemed very cold and Executive Director Teixeira inquired if the windows were latched and Maintenance Supervisor Harding-Smith suggested keeping the heat consistent on all thermostats and to avoid shutting one off. A Water Street resident announced that PEA has offered 24 seats and transportation to their Wizard of Oz production on Thursday, February 14<sup>th</sup> at 4:15 and noted that a sign-up sheet would be posted on Monday and advertised on the monitor. Another Water Street resident noted that the pink color on the monitor was difficult to read and Public Housing Manager Birch noted that she would change it.

**Item #9. Executive Directors Report****Coffee with a Cop:**

Executive Director Teixeira stated that residents and staff had a great session of "Coffee with a Cop" with approximately 25 residents in attendance to greet officer's Bruce Page and Joe Saluto. The officers began the meeting by sharing their personal experience as police officers and why they chose this profession. They also provided some insight on how the department is structured and how they respond to calls. The meeting lasted about an hour and a half and hit on several topics including medical marijuana, gun control, and prescription drugs. They also shared the process that all candidates must undergo before becoming a police officer.

**Budget Report:**

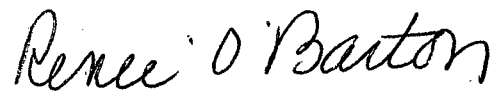
Executive Director Teixeira noted that both programs look good thru three months. Section Eight is showing a HAP deficit, however this is expected to level off once HUD reconciles our HAP utilization for FY2018

Chair Person O'Barton adjourned meeting at 3:40 P.M. and noted that the next board meeting would be March 1, 2019 at 3:15 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person