

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, March 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
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

Item #2. Approval of the Minutes of the February 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 4 ayes and 0 nays.

Item #3. Section Eight Management Assessment Program (SEMAP) Score FY2018:

Executive Director Teixeira explained that the EHA recently received the results of our SEMAP score for FY2018 and was pleased to report that our agency once again had a perfect score of 100%. The program is rated on fourteen (14) indicators with each having a point value ranging from five (5) to twenty (20) points. Most of these indicators are tested as part of the annual financial/compliance audit which was completed not too long ago. Executive Director Teixeira had attached a copy of the results which notes each of the indicators and point values for the commissioner's review. Co Vice -Chair Person Allen inquired what the deconcentration bonus consisted of and Section 8 Manager Dooling noted that it consisted of mapping out the diversified locations and that the EHA does not generally apply for the bonus due to the high scores and since they were unclear

00 if they were applying the deconcentration methods appropriately. Executive Director Teixeira credited Section 8 Manager Dooling with a job well done and the commissioners acknowledged her as well.

Item #4. Review of Proposed Capital Fund Projects FY2019:

Executive Director Teixeira reviewed the list of projects that are scheduled for completion in FY2019 under the Capital Fund Program. The projects were pulled from the final year of our five-year capital improvement plan bringing it to a close. He was happy to report that about 97% of the projects in the 5-year plan have been completed and that was in part due to the CDBG grant we received. Since we did not have final figures the plan is based off last year's grant amount of \$209,000. Congress did recently pass the FY2019 spending bill which included an additional 25,000,000 for the Capital Fund Program. The surprise increase will likely force minor changes to the plan. Chair Person O'Barton inquired if the water heaters in the plan were gas or electric and Executive Director Teixeira noted that they were electric. Executive Director Teixeira announced that the Public Hearing would be held on March 15th.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that the month of February had two move-ins. Unit 20 Auburn St., which is a transfer from 3 Linden Fields, was completed for the 15th. This unit received minor paint touch ups. Unit 104 at Water St. also had a move-in date of the 15th. This unit received a fresh coat of paint and new carpet. Current work in progress is unit 324 Water St. and 3 Linden Fields. Unit 324 is scheduled for completion for March 15th. Unit 3 Linden Fields will be completed for April 1st. Maintenance Supervisor Harding-Smith noted that Unit #3 Linden Fields would be receiving new paint, flooring and a bathroom.

Maintenance Supervisor Harding-Smith announced the EHA's newest member of the maintenance staff, Ross Dannar. He noted that he was already impressed with Ross and that it was nice to have a strong asset to the Housing Authority.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures:

Feb Unit Totals and Figures:

February Totals	169 Units	\$109,350
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Section 8 Manager noted that she and the Public Housing Manager Birch purged the waitlists for all programs this week. This requires letters to be sent out to everyone on our waitlists for all programs, giving them the opportunity to respond stating "yes" to keeping their applications active.

Item #7. Ten Minute Audience Participation

A Water Street resident inquired if the pine tree out back would be taken down as it appears dead. Executive Director Teixeira noted that he thought the tree still had some life to it but that they would certainly have it looked at.

Item #8. Executive Directors Report**Budget Report:**

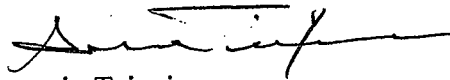
Executive Director Teixeira reported that both programs look good through four months and he expects this will continue. Congress recently passed the FY19 spending bill that saw increases to the Operating Fund, Capital Fund, HCV Renewals, and Admin fees. The increase is certainly welcome and will allow us to serve more households and take on additional capital improvement projects. He noted that he would investigate the extraordinary maintenance line item discrepancy on the budget which Co Vice-Chair Person Allen had mentioned.

Changes to Real Estate Assessment Center (REAC) Inspection Protocol:

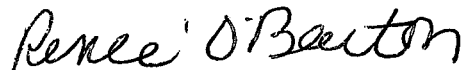
Executive Director Teixeira noted that HUD recently announced changes to REAC's inspection protocol, one of which has already gone into effect. The recent change will reduce the amount of notice given to PHA's in advance of a scheduled inspection. Prior to the change PHA's were given as much as 90 days advance notice of an upcoming inspection, and that number has now been reduced to 14 days. HUD claimed that PHA's were using this extra time to make repairs in advance of the inspection painting false REAC scores. Several other changes are being made and will be rolled out in listing sessions that are scheduled across the country. Our next inspection is two years out giving us plenty of time to prepare for whatever changes are coming our way.

Chair Person O'Barton adjourned meeting at 3:40 P.M. and noted that the next board meeting would be April 5, 2019 at 3:15 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person