

**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, April 5, 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
Public Housing Manager	Jill Birch

Absent:

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

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

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

**Item#3. Approval of Annual Plan and 2019 Capital Fund**

Executive Director Teixeira presented the Annual Plan along with the Capital Fund budget for FY2019. He noted that the required public hearing was held on March 15th with approximately 25 residents in attendance. The hearing provided an opportunity to share the plan elements with residents, answer questions and consider any changes. Executive Director Teixeira reviewed the goals of the plan and the projects that are earmarked for completion under the 2019 Capital Fund. He noted that the operations line item referred to administration and the A/E expenses were architect and engineering expenses. Executive Director Teixeira was proud to report that 97%-98% of the items outlined in the current five-year plan had been completed and that the EHA would begin to prepare the new five-year plan in the fall. Chair Person O’Barton inquired what the

current siding on the Linden Fields property was and Executive Director Teixeira reported that it was vinyl that had been installed in the 1980's and required replacement. Chair Person O'Barton read the following resolution which was approved with a vote of 4 ayes and 0 nays.

**HUD-9014  
(11-68)**

## **Board Resolution of the Exeter Housing Authority to Approve the Annual Plan for Fiscal Year 2019**

The following resolution was introduced by Chairwoman O'Barton on April 7, 2019 and read in full and considered:

### **RESOLUTION NUMBER 04-2019**

Resolved:

Be it resolved by the Board of Commissioners to Approve the Annual Plan for Fiscal Year 2019.

**AYES**

**Boyd Allen Board Vice Chair**

**Pam Gjettum Commissioner**

**Margaret Matick Commissioner**

**Renee O'Barton Board Chair**

**NAYS**

#### **Item #4. Update on Pump Station Improvements**

Executive Director Teixeira reported that Andy Morrill from Wright Pierce Engineering provided the EHA with the following completion schedule for the Pump Station Improvement Project:

- Week of April 25<sup>th</sup>- Grade and pave the Main Pump Station (MPS) parking area.
- Week of May 1<sup>st</sup>- Install fence around MPS site, repair irrigation system, loam and hydroseed disturbed area out back.
- Week of May 8<sup>th</sup>- Demobilize from the MPS site

Chair Person O'Barton inquired if the metal fence surrounding the site would be removed and Executive Director Teixeira advised that it would. He noted a white fence would be installed around the perimeter. Co Vice-Chair Person Allen inquired if testing of the sewer lines would be necessary and Executive Director Teixeira reported that they would not as they were already on-line.

**Item #5. Voluntary Conversion of Small Public Housing Authorities (PHAs)**

Executive Director Teixeira announced that HUD recently published the new Streamline Voluntary Conversion Notice for small PHA's with 51 to 250 units. This new repositioning option reduces the requirements that allows Public Housing Authorities (PHAs) to convert public housing units to tenant-based assistance. Like the Rental Assistance Demonstration (RAD), the conversion is being marketed as providing small PHAs greater flexibilities, regulatory relief, and the ability to pursue private financing to address capital backlog needs. These conversion options should certainly be considered; however, Executive Director Teixeira is not sensing the same urgency as perhaps some PHAs that are looking at a daunting list of backlog repairs. The EHA has always placed an emphasis on properly maintaining our housing stock which has placed us in the position of being able to be patient and observe the results of PHAs that have made the conversion. Executive Director Teixeira read a quote from a recent PHADA publication which reiterated his concerns. Chair Person O'Barton inquired if there was an advantage to converting to RAD early and Executive Director Teixeira noted that if the structure is based on current funding levels that those who have converted would have lost out.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the most recent unit turnovers consisted of unit #3 at Linden Fields and #231 at Water St. Unit #3 received new flooring, upgraded L.E.D. lighting, paint, stove, medicine cabinet, hot water heater, vanity, sink and a bathtub with surround. Unit #231 received new paint and already had a new carpet which did not need replacement. Both units were leased for April 1st. Maintenance Supervisor Harding-Smith noted that the current work in progress is unit 13 up Portsmouth Ave. This unit will receive many new upgrades including a new bathtub with surround, a new bathroom ceiling, vanity and sink, upgraded L.E.D. lighting, and paint. The unit will be leased for May 1<sup>st</sup> possibly earlier.

Maintenance Supervisor Harding-Smith reported that the entry door and slider door project at Linden Fields was recently completed by Newell and Crathern. He also noted that spring cleanup from winter plow damage and debris is currently being conducted. The EHA yearly fire extinguisher inspections have also been completed at all properties.

Maintenance Supervisor Harding-Smith announced that we are working in conjunction with Unitil to coordinate the removal or relocation of the old Forced Main Pump Station transformer. This includes upgrading our transformer which is located next to the backup generator of the Water St. building. The goal is to eliminate the original electrical feed to the pump station. If this elimination is not feasible, then the project would require a small 3 ft by 5ft concrete pad and transformer installed in the area of the flower bed that abuts the existing white vinyl fence which borders the pump station. The EHA property will have a blackout time frame of approximately a half hour in the early morning hours at roughly 5am on the day of transition. The power in all common areas and all apartments will be fully functional and supplied by a mobile large-scale generator during the replacement period which is estimated to be 1-2 days for completion. At this point Unitil is hoping to make the transition in late April, and further details will be provided when

plans are finalized. A resident inquired if wiring would be underground and Maintenance Supervisor Harding-Smith noted that it would. Executive Director Teixeira noted that Unitil would not be able to determine which option they would have to use until that work begins. He noted that the maintenance department would oversee the transition even if it required overnight supervision. Maintenance Supervisor Harding-Smith explained that the noise of project would not be extremely disturbing.

Co Vice-Chair Person Allen inquired about the quality of the Newell and Crathern door project which was substantially lower than the other bid options. Maintenance Supervisor Harding-Smith noted that it was a difficult project in the winter but would consider using them again. Executive Director Teixeira noted that he would have to seriously consider the possibility of using this contractor again and felt the lower price lacked quality workmanship.

**Item #7. Housing Choice Voucher (HCV) Managers Report**

Public Housing Manager Birch reported the following figures on behalf of HCV Manager Dooling and noted that a few tenants had fallen off the program for various reasons which would help the current over extended situation.

March Unit Totals and Figures:

March Totals	167 Units	\$107,635
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**Item #8. Ten Minute Audience Participation**

A Water Street resident inquired how much construction the irrigation repairs would require in the rear of the building. Executive Director Teixeira explained that these repairs would not affect the flower area of concern. The same resident inquired about the trees recently removed along the parkway and wondered if the stumps would be removed for accessibility. Executive Director Teixeira noted that he would investigate it. Another resident inquired if the irrigation in the vegetable garden would be operational this year and Maintenance Supervisor Harding-Smith stated that it would. He also announced that he would be building additional flower beds and would like the Exeter Garden Committee to take some pictures at the end of the season. A resident inquired how slots were allocated to residents and Maintenance Supervisor Harding-Smith explained that he does not allocate the slots and that it is done at garden meeting. Executive Director Teixeira stated that the garden meeting would be planned soon. A resident commented that the vegetable garden did look beautiful last year.

**Item #9. Executive Directors Report**

**Senior Companion Program:**

Executive Director Teixeira announced that Kathy Steward from the Community Action Program will here on Tuesday April 30<sup>th</sup> to provide information on what the Senior Program has to offer. This presentation was previously scheduled this past November and was cancelled due to inclement weather. The program mission is to provide meaningful stipend volunteer opportunities to active adults over the age of 55 serving

home-bound elders and adults with disabilities for the purpose of promoting independence and improving the quality of life of New Hampshire seniors. The presentation will be held in the community room from 10:00am – 12:00pm and refreshments will be served.

**Personnel Policy:**

Executive Director Teixeira reported that Personal Policy Committee will need to meet one more time before submitting the revised draft to the Board which he is hoping to have prepared for the May meeting.

**Election of Officers:**

Executive Director Teixeira reminded board members that the election of officers is typically held in April.

**Budget Report:**

Executive Director Teixeira reported that both programs look very good thru 5 months. Except for a few line items most are running about even, and he does not anticipate much of a change. Co Vice-Chair Person Allen inquired about the extraordinary maintenance item that was in question at the last meeting. Executive Director Teixeira noted that it was the fireplace replacement gas log and Commissioner Gjetton noted that the fireplace was now getting lots of use.

Chair Person O'Barton adjourned the meeting at 3:50 P.M.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person