

**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, May 3, 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
Co Vice-Chair Person	Vernon Sherman
Commissioner	Pam Gjettum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Maintenance Supervisor	C.J. Harding-Smith
------------------------	--------------------

**Item #2. Approval of the Minutes of the March 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 5 ayes and 0 nays.

**Item #3. Election of Officers**

Chair-Person O’Barton announced that the board members would enter private session at the conclusion of the meeting to elect officers.

**Item #4. Personnel Policy (Draft):**

Executive Director Teixeira had provided board members with a copy of our current Personnel Policy along with the revised proposed draft. Significant changes were highlighted on a separate page. Chair-Person O’Barton suggested adding random drug screening to the policy and Co Vice-Chair Person Allen inquired if refusal of drug screening would be grounds for termination and it was noted that it would.

Executive Director Teixeira thanked the committee for their time, particularly Vern and Maggie who volunteered their personal time to meet on several occasions. He noted that

a copy of the revised policy has also been provided to EHA counsel for review and to all EHA employees. The goal going forward is to finalize any potential changes over the next month and to adopt the revised policy at the June meeting.

**Item #5. Transformer Replacement at 277 Water Street:**

Executive Director Teixeira explained that the transformer replacement has been scheduled for Wednesday May 15<sup>th</sup> with a rain date of Thursday May 16<sup>th</sup>. A crew from Sunbelt Generator will arrive the day before the scheduled replacement to set up a large generator that will supply power to the entire building during the replacement period. The plan is to have all systems in place the day before to allow for a quick transfer to the generator on the morning of replacement. The transfer will begin at 5:00am and will take approximately 30 minutes to complete. During this period electrical service to the apartments will be down, however our generator will remain on-line and will provide electrical service to all common area lighting. This will also occur when the transfer is made back to the transformer. Replacement of the transformer is expected to take one day, however if complications arise a second day may be needed. Executive Director Teixeira noted that the transfer back from the generator would be announced on the intercom system.

**Item #6. Section Eight Managers Report**

Section Eight Manager Dooling reported the following figures and noted that they were currently under leased but would be going back up to 169 vouchers following the receipt of the budget figures. Section Eight Manager Dooling noted that the difficulty for voucher holders would be finding apartments.

April Unit Totals and Figures:

April Totals	167 Units	\$106,129
--------------	-----------	-----------

**Item #7. Maintenance Supervisors Report**

Executive Director Tony Teixeira reported on behalf of Maintenance Supervisor Harding-Smith that Water street currently has many projects underway. The backyard of the property has now received a new vinyl fence around the pump station which allows for more area of space for the flower garden. Maintenance is working to prepare the new length of soil along this fence for future planting. Current work in progress in unit 312 is being performed and shall receive new carpet and paint. The move-in is scheduled for May 15th. As for the vegetable garden, the irrigation that is restored will then allow for watering of the garden in an easier fashion than this past year. The planter boxes will receive paint that is a green and eco-friendly product. The color will be comparative to the new garden shed wall color. As for all properties, mowing, fertilizer, seeding, loam, and mulch are the current projects underway. Finally, the previously talked about unit turn at 13 up Portsmouth Ave was completed for the move-in date of April 19th.

**Item #8. Ten Minute Audience Participation**

A Water Street resident inquired if the new white fence out back would extend further north and Executive Director Teixeira noted it would not. Another resident inquired when the lawn out back would be completed, and Executive Director Teixeira stated that the

rain has prevented progress however work would continue when possible and that the irrigation system would be repaired once the lawn had filled in.

**Item #9. Executive Directors Report**

**Budget Report:**

Executive Director Teixeira reported that we are halfway through our fiscal year and both programs continue to look good. HUD announced our award funding for Housing Assistance Payments (HAP) and the Capital Fund both receiving increases. The Operating Fund award is expected to be released next week. The Capital Fund award totaled \$216,712 and HAP at \$1,311,312. Capital Fund money is expected to be released sometime over the next two weeks and in the interim we will begin developing specifications for some of the larger projects that are on tap for this year.

Executive Director Teixeira noted that the additional HAP funding was a pleasant surprise. We received about \$27,000 more than we planned which places us in the position of achieving 99% utilization for the year without dipping into our reserves.

**Summer Cook-Out:**

Executive Director Teixeira announced that the first of two cook-outs will take place on Friday June 21, at 12:00pm. Chicken, hamburgers, and hot dogs will be served along with side dishes prepared by our talented residents.

**Pump Station:**

Executive Director Teixeira reiterated that the project is reaching completion. The contractor is currently spreading loam with hydro seeding and fence replacement to follow. Once this is completed the temporary construction fence will be removed. The contractor will then return to repair the irrigation system once the grass begins to grow in.

Executive Director Teixeira also notified residents that construction along Route 85 would begin next week. They would be laying temporary by-pass lines with new lines being installed in the coming weeks. He noted that this route would be down to one lane and impact traffic.

Co Vice-Chair Person Allen made a motion to enter Non-Public Session NHRSA 91-A32A.

Chair Person O'Barton adjourned the public portion of the meeting at 3:35 P.M. and noted the next meeting would be held on June 7<sup>th</sup>.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person