

**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, November 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
Co Vice-Chair Person	Vernon Sherman
Commissioner	Pam Gjettum
Commissioner	Margaret Matick
Executive Director	Tony Teixeira
Housing Choice Voucher Manager	Margaret Dooling
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Item #2. Approval of the Minutes of the September 6, 2019 Meeting

Co Vice-Chair Person Allen made a motion to approve the minutes as corrected, seconded by Commissioner Gjettum and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Year-End Financial Report:

Executive Director Teixeira reported that the fee accountant was in last month to closeout fiscal year 2019 and as anticipated both programs yielded surpluses. Public Housing closed out at \$55,009 in the black and the Housing Choice Voucher program closed out at \$33,493 in the black. He noted that \$19,206 of that is the result of over disbursement of housing assistance payments which have been recaptured by HUD this month and brings the actual amount to \$14,287. He explained that the Public Housing surplus was the result of lower contract costs, lower maintenance salary and benefits. One contractor is now being paid out of capital fund, the vacancy of a part time maintenance technician and part time cleaner has yielded a surplus as well as a decrease in benefits.

Item #4. Financial & Compliance Audit FY2019:

Executive Director Teixeira reported that the audit firm of Otis Atwell got an early start this year completing the compliance portion of the audit during the week of October 14th.

They will be returning the week of December 2nd to complete the financial portion which is expected to take 4-5 days. Early indications are that the compliance portion went well, however we won't know for certain until the full audit is complete. We should have the results by mid-December and will share results at the January meeting.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor C.J. Harding-Smith reported that the L.E.D. apartment lighting project at Water Street was completed in September. He noted that the process went incredibly smooth and that the tenants were extremely helpful.

Maintenance Supervisor C.J. Harding-Smith noted that maintenance is transitioning into the winter season and that air conditioner removal was completed at Water Street as a yearly maintenance procedure. Leaf cleanup and winterization on all properties has begun. The maintenance vehicles are currently being evaluated to prepare for the winter months ahead.

Maintenance Supervisor C.J. Harding-Smith reported that on October 17th, the Exeter Housing Authority Vegetable and Flower Gardens committees received the "Civic Beautification Award" in the commercial category from the Exeter Area Garden Club. It was a wonderful acknowledgement of the hard work put forth by all tenants associated with these, as stated by the club, "HIDDEN GEMS".

Maintenance Supervisor C.J. Harding-Smith mentioned that the installation of the re-appropriated flower garden fence around the transformer and generator is now complete. Following installation, the fence, the repaired maintenance shed along with the dumpster enclosure were painted to compliment the building.

Maintenance Supervisor C.J. Harding-Smith stated that there are not any unit turns soon which allows maintenance to focus on preparation for the colder months. On November 7th, all maintenance staff will be attending a training session in preventative maintenance sponsored by HD Supply and Maine Apartment Association. Immediately following the training, staff will compete in the Maintenance Mania Competition. Top performers for the regional competition will advance to nationals which are held in Boston this year.

Commissioner Gjettum inquired what "Maintenance Mania" was and Maintenance Supervisor C.J. Harding-Smith explained the event.

Item#6. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Margaret Dooling reported the following figures and noted that the program should end up at 99.9% on budget and for unit counts as well. Commissioner Gjettum and Co Vice-Chair Person Sherman congratulated her on a job well done.

September Totals		
September Totals as of 1 st of the Month	171 Units	\$110,262

October Totals
October Totals as of 1st of the Month 172 Units \$111,797

Item #7. Ten Minute Audience Participation

Residents of Water Street expressed how happy they were with the new lighting in their apartments. One resident inquired when the gas fireplace in the community room would be put on and Executive Director Teixeira noted that it is already on. Executive Director Teixeira also mentioned that Maintenance Supervisor C.J. Harding-Smith has been researching the availability of new stoves and has found a model which has a window with a light and storage drawer.

Item #8. Executive Directors Report

Financial Report:

Executive Director Teixeira reported that we have once again entered a new fiscal year not knowing how much subsidy we will receive. Unfortunately, this has become all too familiar making it difficult for all government agencies to properly plan. The government is currently operating under a continuing resolution (CR) that is set to expire on November 22nd. With turmoil that surrounds Washington, it's unlikely a budget deal will be reached before the November 22nd deadline which will likely trigger another CR or perhaps worse, another Government shutdown.

Executive Director Teixeira noted that there is some good news as both the House and Senate spending bills provide \$2.3 billion above FY19 enacted levels which amounts to about \$9.6 billion more than the President's FY20 request. He explained that a deal will inevitably be struck and he hopeful that it will be sooner rather than later.

Co Vice-Chair Person Allen made a motion to adjourn the public portion of the meeting and enter Non-Public Session per NH RSA91-A:II (a), seconded by Commissioner Matick.

The Board returned from Non-Public Session Per NH RSA91:II-A (a) and authorized employee salary increases and bonus totaling \$14,916.00.

The meeting was adjourned at 3:50 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person