

**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, January 10, 2020 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
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Absent:

Housing Choice Voucher Manager Margaret Dooling

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

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

Item #3. Revise Capitalization Policy:

Executive Director Teixeira reported that during the recent financial/compliance audit it was discovered that the EHA Capitalization Policy was out of date with current accounting standards. The capitalization policy essentially defines the dollar value that will be used to capitalize purchases of equipment or personal property and recorded as non-expendable purchases and thus charged as a capital expense. Chair Person O’Barton read the following resolution and the revised Capitalization Policy was approved with a vote of 5 ayes and 0 nays.

**Board Resolution of the Exeter Housing Authority to Approve
the Revised Capitalization Policy**

The following resolution was introduced by Chair Person O'Barton on January 10, 2020 and read in full and considered:

RESOLUTION NUMBER 01-2020

Resolved:

Be it resolved by the Board of Commissioners to approve the revised Capitalization Policy.

AYES

NAYS

Chair Person O'Barton
Co Vice-Chair Person Allen
Co Vice-Chair Person Sherman
Commissioner Gjettum
Commissioner Matick

Item #4. Annual Statement FY2020:

Executive Director Teixeira stated that the process of completing the requirements necessary to receive Capital Improvement Funding has begun. He noted that recent reports state that funds could be made available to PHA's by mid-February and we are therefore getting a much earlier start in the process. Funding for the Program is up \$95 million over FY19 enacting levels so we can expect some additional dollars this year.

Executive Director Teixeira reviewed the projects outlined in the plan. He noted that Maintenance Supervisor Harding-Smith has already identified the stove model which will include a light, window, storage drawer and timer so residents should be pleased. He noted that the stoves are expected to be more expensive than anticipated therefore the Portsmouth Avenue decking project may have to be deferred.

Executive Director Teixeira also reported that the Linden Fields laundry room renovations have already been completed. He also informed residents that a test area was being installed today to test the wi-fi project which will be very exciting for residents. Co Vice-Chair Person Sherman commented on the patio furniture project, noting the age and longevity of the current furniture. A Water Street resident inquired if window replacement was in the plan and Executive Director Teixeira noted that it was not.

Executive Director Teixeira reported that a Public Hearing to review the plan is scheduled for February 19, 2020 and the Resident Advisory Committee will be meeting on February 12, 2020 to also review the plan and present comments. Both meetings will be held in the community room at 277 Water Street. The goal is to have the plan approved at the March 6th Board meeting. The board was provided a copy of the capital fund budget for review.

Item #5. Unutil Grant to Replace Light Fixtures at all Family Units:

Executive Director Teixeira reported that the EHA was fortunate to receive an additional grant from Unutil to replace the existing light fixtures in all the family units with LED fixtures. The new fixtures are identical to the fixtures installed at 277 Water Street and replace the aging compact fluorescent type fixtures that produced poor lighting and operated on expensive bulbs. The new fixtures will lower electric consumption, provide more lighting, and eliminate the need to replace bulbs.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that on November 4th there was an extremely informative Q & A tenant meeting that was held pertaining to Maintenance practices and procedures. The tenants discussed a wide array of topics from garbage disposals to work order submittals. Maintenance Supervisor Harding-Smith also noted that on November 7th the maintenance staff attended a preventative maintenance seminar in Portland Maine followed by the Maintenance Mania competition with approximately 50 participants. The Maintenance staff took home a gold medal in the hot water heater installation event and Maintenance Supervisor Harding-Smith displayed the vehicles he and Maintenance Technician DeNunzio constructed for the Mania competition.

Maintenance Supervisor Harding-Smith reported that in December the Linden Fields laundry room received new rubber flooring commercial tiles and new paint. Laundry room remodeling at Water Street is also being considered. He reported that another upcoming project for all properties is the replacement of smoke detectors in the apartments. The Water St. and Portsmouth Ave properties will receive SMOKE/CO combination detectors because of the presence of fossil fuels on these properties. These new detectors will have a sealed Lithium-Ion 10yr battery.

Maintenance Supervisor Harding-Smith stated that there were 2 unit turns that rounded off 2019. Unit 325 had minor paint touch ups and had a move-in date of December 15th. Unit 102 received new paint and had a move-in date of January 1st.

Item #7. Housing Choice Voucher Managers Report

Public Housing Manager Birch reported the following figures on behalf of Housing Choice Voucher Manager Dooling.

November Totals

November Totals as of 1 st of the Month	171 Units
\$113,025	

December Totals

December Totals as of 1st of the Month 171 Units
\$113,054

Public Housing Manager Birch noted the additional report provided to commissioners showed how well the program closed out for 2019 with a 99.70% HAP utilization and 99.90%-unit utilization. Commissioners confirmed a job well done.

Item #8 Ten Minute Audience Participation

A Water Street resident inquired if the handrails could be wiped with disinfectant during the flu season and Maintenance Supervisor Harding-Smith noted that it is already being done on a regular basis.

Another resident inquired if the EHA could purchase a wireless microphone system which could be used for Tenant Council meetings and events. Executive Director Teixeira responded that a wireless system previously tested did not work with the wi-fi and that the corded microphones are the best option for the space.

A Water Street resident inquired if they should cancel their comcast when the wi-fi is installed for the building. Chair Person O'Barton explained some of the other options for television using an internet connection that residents could investigate when the wi-fi project is complete.

A Water Street resident inquired if there was another place for first floor residents to store their air conditioners for the winter. Executive Director Teixeira noted that there was not and the they must be stored in the apartments.

Another resident stated she has not been receiving her comcast bill and inquired if anyone knew how to help her with that. Co Vice-Chair Person Sherman volunteered to help her.

A Water Street resident commended the staff at Water Street for all they do. Another resident inquired if the heat in the community room could be kept warmer for evening events and Maintenance Supervisor Harding-Smith noted that he would re-program the thermostats.

Item #9. Executive Directors Report

Contract Renewal for Laundry Equipment Service:

Executive Director Teixeira reported that the contract for laundry equipment services is up for renewal and that he would be meeting with the current provider next week to begin negotiating a new contract. The goal is to obtain new equipment at all locations which will likely require the EHA to enter a long-term contract. We will also ask that the commission remain the same at 50-50 split. Results of negotiations will be provided to board members before entering a new contract. Executive Director Teixeira advised residents to submit suggestions mentioned such as dryer time and card payment methods to the office in writing.

Census Bureau Employment Opportunity for Public Housing Residents:

Executive Director Teixeira announced that a representative from the Census Bureau will be here on Thursday January 23, to recruit public housing residents to help collect census data. The temporary employment position pays \$17.50 an hour and runs through September 30, 2020. The exciting news for residents is that all wages earned during this period will be permanently excluded from countable income which means earning will have no effect on their rent. This is a good opportunity for workers to develop job skills and experience without affecting their benefits. The event will take place in the community room and will kick off at 10:00am.

Financial/Compliance Audit FY2019:

Executive Director Teixeira reported that the EHA is still waiting on the results of the annual audit. Indications are that the audit went well however we won't know for certain until we receive the full report which is expected sometime this month. Copies of the audit report will be made available to commissioners at the March meeting.

Financial Report:

Executive Director Teixeira noted that both programs look good through two months. The Housing Assistance Payments line item is showing a deficit; however, this is due to HUD recapturing over disbursed HAP funds so this figure should begin to level off as we move forward.

Executive Director Teixeira announced that Congress was able to avoid another government shutdown reaching an agreement last month on the FY20 spending package. Most of the housing programs saw increases as follows over last years enacted levels which is very good news.

Housing Assistance Payments:	\$1.189 billion more than FY19 enacted levels.
Administration Fees:	\$91 million more than FY19 enacted levels.
Capital Fund Program:	\$95 million more than FY19 enacted levels.
Public Housing Operating Fund:	\$104 million less than FY 19 enacted levels.

Executive Director Teixeira noted that the decrease to the Public Housing Budget is likely due to the number of public housing units that have moved to a Section Eight platform under the RAD program. The decrease is expected to be offset by a higher proration factor, but we must wait and see.

Co Vice-Chair Person Sherman inquired about the Streamlined Voluntary Conversion program and Executive Director Teixeira explained that the EHA is waiting to see any outcomes from other Housing Authorities and noted that Laconia may be converting. He also reported that the consultant that we have been working with has not completed any conversions to date.

Chair Person O'Barton noted that the next meeting will be held on February 7th and the meeting was adjourned at 4:00 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person