

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, February 14, 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:

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

Absent:

Chair Person	Renee O'Barton
Co Vice-Chair Person	Boyd Allen

Item #2. Approval of the Minutes of the January 10, 2019 Meeting

Commissioner Gjetum made a motion to approve the minutes as presented, seconded by Commissioner Matick and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Laundry Equipment Service Contract:

Executive Director Teixeira reported that upon further review of the laundry equipment contract we learned that two years remain on the existing contract. We were, however, able to convince our vendor to replace all washers and dryers at 277 Water Street. Some of the new features include a Mobile App that will allow residents to get up-to-the-minute info on machine availability and notifications when laundry cycles are near completion. Residents can also use the app to request service, track their laundry use and spending, and to request refunds. Another popular feature is the ability to pay for less drying time with the option of paying for additional time if needed. Multiple payment options are also now available. Residents will have the option to pay with coins, credit card, or smart phone. Executive Director Teixeira noted that the laundry rooms would be renovated with new paint and flooring prior to the arrival of the new machines.

Item #4. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that they have hired Richard Glover, also known as Dicky and welcomed him to the Maintenance Staff of the Exeter Housing Authority. Dicky is currently a resident at Water Street and has been hired for the part-time position.

Maintenance Supervisor Harding-Smith noted the current unit turn is 106 at Water St. It will receive new carpet and paint. The move-in date is scheduled for March 1st.

Maintenance Supervisor Harding-Smith reported that information is still being gathered for the smoke detectors and smoke/CO detector project to determine the best device to be installed at all properties. Maintenance Supervisor Harding-Smith stated that details will be finalized shortly.

Maintenance Supervisor Harding-Smith explained that the wi-fi snapshot test analysis in the south side at Water Street is going smoothly and is providing helpful data that is being monitored. Maintenance has installed the wiring backbone of the building to complete the infrastructure of the system and will work with any residents that have questions. Residents will be notified in sections according to common area hallways going forward as they are completed within the next couple months. Co Vice-Chair Person Sherman inquired if the EHA could hold meetings to explain options to residents. Executive Director Teixeira reported that the EHA was already doing so and would continue to do so as the project progresses through the building. Executive Director Teixeira warned residents about falling into a new contract with Comcast if they were considering using a streaming service in the future. A Water Street resident inquired if Comcast would tell you if you were currently in a contract with them and another resident reported that they would as she had spoken with Comcast earlier in the day. Another resident inquired and what wi-fi was and Maintenance Supervisor Harding-Smith explained.

Item #5. Housing Choice Voucher Managers Report

Housing Choice Voucher Manager Dooling reported the following figures.

January Totals as of 1 st of the Month	171 Units	\$112,420
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Housing Choice Voucher Manager Dooling noted that 2020 is off to a great start. The program is fully leased and utilizing the predicted budget which should be finalized by HUD shortly.

Item #6. Ten Minute Audience Participation

No comments were made during this period.

Item #7. Executive Directors Report**Financial Report:**

Executive Director Teixeira reported that both budgets continue to be steady through three months. There are few line items that are slightly off but nothing we are concerned with at this time. HUD is in the process of determining Operating Fund Subsidies for all PHA'S so we should have our actual budget for FY20 soon.

We are still waiting on the audit results for FY19. I spoke with a member of the audit team last week and he was shooting for an exit meeting sometime this week.

EHA Annual Report to the Town:

Executive Director Teixeira explained that the annual report to the Town was submitted last week. He noted that the EHA had a productive and rewarding year and thanked Boyd and Jill for their assistance putting the report together. Executive Director Teixeira highlighted the following items from the report: Completion of the town sewer project at the Water Street property, the garden club award, the YMCA membership and the Until lighting project.

Tax Aid:

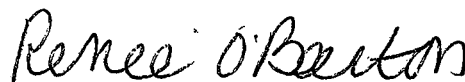
Executive Director Teixeira reminded residents that volunteers from AARP Tax-Aide will be at 277 Water Street to assist with 2019 tax filings. Volunteers are available Mondays and Fridays from 9:00am – 11:30am and assistance will run through the end of the filing period.

Commissioner Gjettum made a motion to adjourn the meeting, seconded by Commissioner Matick. Vice-Chair Person Sherman adjourned the meeting at 3:40P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person