

**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, August 2, 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
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

**Item #2. Approval of the Minutes of the June 14, 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. Five Year Agency and Action Plans:**

Executive Director Teixeira stated both the 5-Year Agency and Action Plans have been prepared. Public Housing Authorities (PHAs) are required to develop each of these plans every five years and FY 2019 is the remaining year of the current 5-Year. The 5-Year Agency Plan establishes goals for the next 5 years and provides an update on the goals that were set in the previous plan. The 5-Year Action Plan lays out capital improvements that the EHA plans to undertake over the next 5 years.

Executive Director Teixeira explained that both plans are out for the required 45-day public notice period with the public hearing date scheduled for Tuesday August 27th at 1:00pm in the community room. The plans will also be presented for comment to the resident advisory committee and that will be held on Thursday August 22<sup>nd</sup>. A copy of each of the draft plans were provided to the board and Executive Director Teixeira noted that more details would be provided at the October meeting.

Executive Director Teixeira announced that one of the items in the plan was the replacement of stoves in 2020 at Water Street which resulted in applause from the residents in attendance.

**Item #4. Streamline Voluntary Conversion (SVC):**

Executive Director Teixeira reported that HUD is encouraging Public Housing Authorities (PHAs) to explore repositioning options. HUD cites the repositioning options provide a more stable funding platform and would allow PHAs the flexibility to leverage private capital to address physical needs or to develop additional low-income housing. We have been focused on the Streamline Voluntary Conversion (SVC) option as it would produce the most additional subsidy and it is a far less daunting process. The problem we have encountered is the SVC option was only rolled out a few months ago and there appears to be some confusion as to what PHAs can and can't do as part of the conversion. Executive Director Teixeira explained that one of the most striking is PHA reserves. The SVC option requires PHAs to spend down all reserves prior to conversion or return the funds to HUD. The consultant we have been working with contends that this can be accomplished by completing capital improvement projects prior to conversion, however we are hearing from HUD that PHA reserves cannot be used for capital improvements. This is a big issue that needs to be worked out before any decision can be made. We believe the smart approach is to sit back and follow the progress of other PHAs that choose this conversion option. Co Vice-Chair Person Allen inquired what the reserves could be used on and Executive Director Teixeira stated that reserves could be used on consulting and development services. Executive Director Teixeira noted that he and Co Vice-Chair Person Sherman would be attending additional training in Boston on August 15 & 16.

**Item#5. Unitil Grant Fixture Replacement all Units at 277 Water Street:**

Executive Director Teixeira noted he was happy to report that Unitil has awarded the EHA with an energy conservation grant. The grant will cover the replacement of four light fixtures in each apartment at Water Street. In addition to providing residents with lower electric bills, the new decorative LED fixtures will also produce more lighting. The EHA will also see a savings as bulb replacement will no longer be necessary. Unitil currently has this project out to bid and is expected to close on August 18<sup>th</sup>. Maintenance Supervisor Harding-Smith presented the lighting fixtures samples to residents so they could see what they looked like and how they operated.

**Item#6. Maintenance Supervisors Report**

Maintenance Supervisor Harding-Smith reported that the month of July had two move-ins at Water Street. Unit 316 which is a 2-bedroom received new paint and carpet. Unit 9 Linden fields which is a 3-bedroom received new paint only. This unit had previously been upgraded with new floors and tub surround. Both units had the same scheduled move-in date of July 1st. Maintenance Supervisor Harding-Smith further explained that there were not any unit turns to prepare for August which gave Maintenance Staff the time to focus on exterior projects at all 4 properties. There will be an upcoming unit turn at Water St number 309 which has a scheduled move-in date of August 16<sup>th</sup>. Yearly Fire Alarm Inspections have been completed at Linden Fields, Portsmouth Ave, and Water

Street. The North and South elevators yearly inspection at Water Street was also performed, at the same time, alongside a 5-year weight test.

Maintenance Supervisor Harding-Smith announced that the vegetable garden is flourishing and has a very good chance to be a contender for an award with the Exeter Area Garden Club. Yesterday was a second walkthrough of the garden and it shall be voted on later by the representatives of this club.

**Item#7. Section Eight Managers Report**

Section Eight Manager Dooling reported the following figures and noted that unit total is currently 169 however the problem now would be spending the money. Co Vice-Chair Person Sherman inquired what the average was and Section Eight Manager Dooling stated that it was now 168 but that many tenants are paying more than 40% of their income.

June Unit Totals and Figures:

June Totals	165 Units	\$104,130
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July Unit Totals and Figures:

July Totals	166 Units	\$106,548
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**Item#8. Ten Minute Audience Participation**

Co Vice-Chair Person Allen inquired when the lighting project would begin, and Executive Director Teixeira responded that it would likely be sometime in September.

A Water Street resident inquired what "Kelvin" was, a term Maintenance Supervisor Harding-Smith had mentioned during the lighting demonstration and he further explained it was a measurement of temperature used in the lighting fixtures.

Another Water Street resident inquired about the twigs and rubbish from the garden and Maintenance Supervisor Harding-Smith noted that two barrels would be provided for debris near the shed. Another resident inquired where the picnic table was that was mentioned near the garden and Maintenance Supervisor Harding-Smith noted that it was to the left of the garden shed.

**Item#9. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira reported that both programs look great through 9 months and barring any unplanned major expenses both programs are expected to yield a surplus. We are currently preparing budgets for FY2020 with the goal of approval at the September board meeting.

**Fire Prevention and Safety Presentation:**

Executive Director Teixeira announced that members of Exeter Fire Department will be here on Wednesday August 21<sup>st</sup> to educate residents on what to do in the event of a fire

and to discuss safety measures that can be taken by residents to prevent injuries. The presentation will be held in the community room and will kick off at 1:30pm.

**National Night Out:**

Executive Director Teixeira reported that the Exeter Police Department asked that we announce Exeter's first annual National Night Out. The event enhances relationships between neighbors and law enforcement while bringing back a true sense of community. Furthermore, it provides a great opportunity to bring police and neighbors together under positive circumstances. The event will be held at Swasey Parkway on Tuesday August 6<sup>th</sup> from 5-8pm and will include live music, children's games, police demonstrations, police vehicles, and face painting. Food and beverages will also be available for purchase.

**Resident and Staff Cook-Out:**

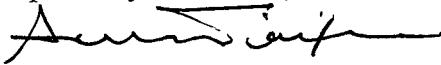
Executive Director Teixeira stated that the final cook-out of the year will be held on Friday August 23<sup>rd</sup> at 12:00pm and hoped all can attend.

**YMCA Membership**

Executive Director Teixeira made a special announcement that the residents of 277 Water Street would receive a free full membership to the YMCA here in Exeter. Donations from local vendors made this opportunity possible. Executive Director Teixeira asked residents to thank the following vendors if they saw them around town: Arjays Hardware, Hartmann Oil, Exeter Paint, Cadieux Flooring, Right Trak Design, Tyler McAniff Painting, David Ruocco Electrical Plumbing & Heating, Graham Tire. Residents of Water Street were thrilled to hear this.

Chair Person O'Barton adjourned the meeting at 3:52 P.M. and noted that the next board would be held on September 6<sup>th</sup>.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Renee O'Barton  
Chair Person