

**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, October 7, 2016 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
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Commissioner	Pam Gjettum
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Item #2. Approval of the Minutes of the September 2, 2016 Meeting

Commissioner Allen made a motion, seconded by Commissioner Sherman to accept the minutes as submitted which were approved with a vote of 3 ayes and 0 nays.

Item #3. Low Income Housing Tax Credit (LIHTC) Project Update

Executive Director Teixeira explained that the Housing Authority recently learned that the owner of the property that we were looking to purchase decided to put the property on the market and that the property has been subsequently placed under contract. This came somewhat as a surprise to us as our last meeting with the property owner’s realtor appeared to go well and all indications were that something could be worked out.

Executive Director Teixeira further explained that the Housing Authority did receive a call from the potential buyers who happen to be an investment group. They requested a meeting to explore the possibility of working together on the project but when they learned how long the tax credit process takes it just wouldn’t work for them. They have expressed an interest in obtaining any relevant work that has already been completed on the site and we are considering that option. Commissioner Allen inquired if the Housing

Authority would be paid for this and Commissioner Sherman stated that we would be paid the same amount we would have paid for the service. Executive Director Teixeira noted that the Engineers would be looking at what work has been done and what services they may be interested in purchasing.

Item #4. Community Development Block Grant (CDBG)

Executive Director Teixeira reported that the Community Development Block Grant (CDBG) was approved by the Governor and Council last month. Before any of the energy conservation work can begin each property must undergo an environmental review. This work is currently underway and is expected to take approximately two weeks to complete. Once this is complete the projects may go out to bid.

Executive Director Teixeira noted that some of the projects include solar panels at Auburn Street, heating conversion to gas at Portsmouth Avenue, solar panels for the common areas of Linden Fields and heat pumps for the apartments at Linden Fields. Commissioner Sherman inquired if any projects were planned for the Water Street property. Executive Director Teixeira noted that heating in the common areas of Water Street would be considered if funding allows. Commissioner Sherman noted the fluctuation in heating fuels and how natural gas and propane are now less expensive options than they were in the past.

Item #5. Tri-State Conference

Public Housing Manager Birch reported the Tri-State Conference to be very worthwhile. She further explained that she and Section 8 Manager Dooling both attended a Nan McKay course "Advanced Asset Calculation" which they found quite informative. Public Housing Manager Birch also noted that she attended another Nan McKay course "Public Housing Lease" as well as a mental health seminar and a leadership seminar. Public Housing Manager Birch, Section 8 Manager Dooling and Commissioner Sherman were all in agreement that the conference was very well run and that the accommodations and conference site were very nice. Section 8 Manager Dooling reported that she and Commissioner Sherman attended a presentation by the Drug Enforcement Agency and one by our Fee Accountant. They found them both to be extremely interesting and informative. Commissioner Sherman noted that his conversation with a HUD representative revealed how pleased they were with the performance of the Exeter Housing Authority.

Item #6. Public Housing Managers Report

Public Housing Birch reported that she and maintenance have had a busy month. Unit 108 was leased on September 23rd with an in-house transfer to fulfill a reasonable accommodation request. Unit 307 at Water Street and a four bedroom unit at Linden Fields were both leased on October 1st. She noted that there are two upcoming turnovers at Water Street. Unit 113 will be leased on October 14th and Unit 228 will be leased November 1st. Unit 228 will receive a new kitchen. An existing tenant will also receive

a new kitchen at the same time. The new Maintenance Supervisor, C.J. had been busy getting acclimated to the properties, organizing supplies and completing work orders with the staff. Public Housing Management is preparing for fiscal year end visits from the fee accountant later this month and auditors in December. Executive Director noted that C.J. Harding-Smith, the new Maintenance Supervisor, has done a great job.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures.

September Unit Totals and Figures:

September	:	173 Units	\$100,751	Hap (excluding Port In)
		2 Ports	639	Utility Reimbursement
Total		171 Units	\$101,390	Total HAP

Section 8 Manger Dooling reported that 5 vouchers were lost this month and that she was plugging away to maintain the 100% utilization rate. She further explained and reviewed the new Fair Market Rents which are set for the fiscal year end 2016/17. Section 8 Manager Dooling noted that the FMR's are in line with other Seacoast Housing Authorities. Executive Director Teixeira noted that he is very concerned with how the upcoming water/sewer increase will affect the Exeter landlords.

Item #8. Ten Minute Audience Participation

A 277 Water Street resident complained of a bed odor coming from the recycling bin outside her apartment window. Executive Director Teixeira noted that we would issue a memo urging tenants to properly rinse and dispose of recyclables in the intended way and that maintenance would also deodorize the containers on a regular basis. Commissioner Allen noted the importance of rinsing of cans and Maintenance Supervisor Harding-Smith noted that the bins are also attracting bees due to this issue. Executive Director Teixeira advised that they would explore other options should these methods prove unsuccessful.

A 277 Water Street resident inquired about the timeline of the Water/Sewer project which Executive Director Teixeira reported was anticipated to be sometime in March or April of 2017.

Another resident inquired if we had any drug issues on site. Executive Director Teixeira noted that we do not and that we have a great relationship with the Exeter Police Department which is beneficial. Commissioner Sherman noted that the camera installation at Linden Fields was a pro-active measure taken to combat drug issues among other things.

Item #9. Executive Directors Report

Temporary Construction Access Agreement for the Pump Station Improvements:

Regarding the Town of Exeter's request for a temporary construction access agreement; Executive Director Teixeira reported that he spoke with Mike Jeffers, Water and Sewer Engineer, and expressed concern with the length of time the Exeter Housing Authority would lose the ten parking spaces in the north lot. He noted that he requested that the engineering firm explore other options that would avoid losing these valuable spaces. The Housing Authority is waiting to hear back and are optimistic that an agreement can be reached that will work for both the EHA and the Town.

Resident Commissioner:

Executive Director Teixeira stated that the Housing Authority would be reaching out to public housing residents in hopes of finding someone that may be interested in sitting on the Board of Commissioners. He reported that he had directly approached a few residents that he thought may be interested but had no success. Commissioner Sherman noted that the Exeter Housing Authority was the first in the State of New Hampshire to have a resident commissioner.

Financial Report:

Executive Director Teixeira reported that both programs look great through eleven months and are expected to yield surpluses. The fee accountant will be here later this month to closeout fiscal year end 2016. Final year end numbers will be presented at the November meeting. Executive Director Teixeira noted that some of the surplus was due to increased rents and the fact that we have had a vacant Maintenance Supervisor position for three months.

Chair Person O'Barton made a motion to adjourn the public portion of the meeting at 3:50 PM. Commissioner Allen made a motion to enter into Non-Public Session per NH RSA91-A:3 II (a), seconded by Commissioner Sherman.

Commissioner Allen made a motion to come out of Non-Public Session, seconded by Commissioner Sherman. Commissioner Sherman made the motion to authorize \$312,740 for Administration and Maintenance salaries for FY2017, seconded by Chair Person O'Barton. The meeting was adjourned at 4:05 PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person