

**Housing Authority
of the
Town of Exeter
277 Water Street
Exeter, NH 03833-1719
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**M I N U T E S
Board of Commissioners Meeting
Regular Meeting January 7, 2010 – 1:00 p. m.
Community Room, 277 Water Street
Exeter, NH 03833**

Item #1 – Roll Call - The roll call was taken. Present at the meeting were:

Acting Chair Person	Barbara Chapman
Commissioner	George St. Amour
Commissioner	George Bragg
Executive Director	Vernon Sherman
Maintenance Manager	Tony Teixeira
Secretary	Claire Purple

Item #2 - Approval of Minutes of November 5, 2009 – Commissioner St. Amour made a motion to approve the minutes of November 5, 2009, seconded by Commissioner Bragg and the minutes were approved 3 ayes 0 nays.

Item #3 – Approval of Kitchen Cabinet purchase (Capital Fund expenditure) – Mr. Teixeira is looking for authorization to purchase eleven ((11) sets of kitchen cabinets and tops totaling \$21,365.48. Eight (8) of those sets would be for handicapped apartments. We are working off a bid that we put out in 2007 using the same cabinets and the manufacturer, Armstrong Cabinets has honored the prices that were given in 2007.

Mr. Sherman said this would come out of the 2009/2010 Capital Grant. Commissioner St. Amour made a motion to approve the Capital Fund expenditure in the amount of \$21,365.48, seconded by Commissioner Bragg and the vote was 3 ayes 0 nays.

Item #4 Discussion of ADA Report - Accessibility Evaluation:

Mr. Teixeira has received the final report on the accessibility evaluation that was conducted by SFC Engineering Partnership Inc. back in November.

The evaluation consisted of inspecting parking lots, walkways, entrances into the building and all handicap apartments.

The evaluation revealed that we have some work to do in order to become ADA Compliant. The big item would be the entrances to the building the grading and slope issues. In terms of the inside of the building many of the issues inside the apartments will be addressed when the kitchens are renovated. All handicap apartments including at Linden Fields will be in compliance.

Mr. Sherman said regarding the front entrance to the building the grade is too great from the street coming into the building. We cannot approach this item until we have the money or until next year's capital fund.

Item #5 – Maintenance Manager's Report – Mr. Teixeira reported that they hope to get #6 Linden Fields wrapped up in the next couple of weeks. The holidays and snow have put us behind schedule but we should have it wrapped up in the next couple of weeks.

Kitchen Renovation Project at 277 Water Street (Phase 4): Mr. Teixeira will order those cabinets today and get started on them (weather permitting) when they arrive.

Vacancies:

We have one unit at this time and it has been keeping us busy. The holidays and snow have put us behind schedule but we should have it wrapped up in the next couple of weeks.

The Bobcat was used for the first time on Sunday moving snow. The Bobcat will also be used for many other projects.

Mr. Sherman asked Mr. Teixeira to explain our policy on moving the cars when there is a snowstorm. It originally started that Maintenance would move cars for people with medical problems when they couldn't come down to move their vehicles during a storm and it snowballed where Maintenance was moving just about everyone's car. It has become a liability issue so Maintenance has stopped doing that this year. The residents were told if for some reason you could not come down and move your car to put something in writing to the office and they would move your car until the tenant recuperated.

As far as cleaning off cars if it's a heavy snowstorm Maintenance will go out in advance and get them cleaned off so they can move them.

Mr. Sherman asked the tenants that were present what their thoughts were on this subject. One tenant said "if you can do it it's good exercise". Another tenant said she and four (4) or five (5) others are capable of moving their cars but have a problem cleaning them off. If someone could clean them off they could move them. A tenant said he refuses to go out when it is slippery.

Mr. Teixeira said when an announcement is made that Maintenance is clearing the snow a tenant does not have to come down that day to move their vehicle they could come down the next day. It becomes a problem if the vehicle sits there for three (3) or four (4) days.

Mr. Sherman would like to see some criteria that we could use as to why a tenant can't come out and move their car. We are taking a look at it and he asked if there is a problem that the tenant write us a letter and drop it off at the office.

Item #6 – 10-Minute Audience Participation – Are the bathrooms still going to be closed? Mr. Sherman responded that we are talking about it. They were closed because of the flu.

00519 Thermostats and refrigerators—we're still waiting.

Executive Director's Report – On a brighter note we received the preliminary results of our 2008/2009 audit and it was perfect. There were no findings. We had a great year. The audit report is being printed and will be available shortly.

We received our preliminary operating subsidy from HUD which indicates our subsidy has been reduced from \$158,440.00 to \$119,676.00 effective January 1, 2009. This is a reduction of \$38,764.00 for the calendar year.

We also received our new health insurance increase which has increased by \$20,000 per calendar year. This means we will have \$43,500.00 less in our 2009/2010 fiscal year budget (fiscal year runs from 10/01/2009 to 9/30/2010). This will increase to \$58,764.00 less in fiscal year 2010/2011 budget.

I have looked at several ways to bring this year's budget in line however I need to talk to our fee accountant before I offer a solution or solutions to this budget deficit. Mr. Gordon will be back from his vacation on January 11. I will send my recommendations on bringing our budget back in line as soon as I have had a chance to consult with our fee accountant. This should happen within the next two (2) weeks.

A vote of thanks was given to the employees of the Exeter Housing Authority for the great job they have done this year.

The meeting adjourned at 1:55 p. m.

Respectfully submitted,


Vernon R. Sherman
Executive Director


Barbara Chapman
Acting Chair Person