

Housing Authority
of the
Town of Exeter
277 Water Street
Exeter, NH 03833-1719
(603)778-8110 or (603)778-1479
FAX: (603)772-6433

M I N U T E S
Board of Commissioners Meeting
Thursday, September 29, 2011 – 1:00 p. m.
Community Room, 277 Water Street
Exeter, NH 03833

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

Acting Chair Person	Barbara Chapman
Commissioner	George St. Amour
Commissioner	Renee O'Barton
Executive Director	Vernon Sherman
Deputy Director	Tony Teixeira
Secretary	Claire Purple

2. Approval of the Minutes of August 11, 2011 – Commissioner St.Amour made a motion to approve these minutes, seconded by Commissioner O'Barton and the vote was 3 ayes, 0 nays.

3. Approval of Continuing Assurance Program which is Compensation from Primex – Roll Call Vote – This is an agreement with Primex who covers our workman's compensation. This agreement states that we will remain with them for the next three (3) years and the rate will not increase more than 8% during this period. Mr. Sherman recommends that we vote on this resolution.

HUD-9014

(11-68)

The following resolution was introduced by Acting Chair Person Barbara Chapman at the Board of Commissioners Meeting on September 29, 2011

Resolution to approval of continuing Assurance Program which deals with Workers' Compensation from Primex

Therefore, it is resolved by the Board of Commissioners of the Exeter Housing Authority that this Resolution is hereby adopted and approved at this meeting.

Commissioner O'Barton moved that the foregoing Resolution be adopted as introduced, which motion was seconded by Commisioner St. Amour and upon roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

The Chairman thereupon declared said motion carried and said resolution adopted.

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4. Approval of Annual Budget for 2010/2012 Fiscal Year (10-1-2011 to 9-30-2012) – Roll Call Vote – Mr. Sherman reported that we are looking at a possible 2% Social Security hike in January, cuts in Section 8 Administrative fees, capital fund for 2011 and 2012 cut from \$153,00 to \$129,000 and there will be no raises for anyone this year.

Commissioner O'Barton questioned a line item on the financial statement and Mr. Sherman responded where we budgeted for a full time person and going to a part-time person and the changes with the health insurance and increase with water.

HUD-9014

(11-68)

The following resolution was introduced by Acting Chair Person Barbara Chapman at the Board of Commissioners Meeting on September 29, 2011

Resolution to approve the Annual Budget for 2010/2012 Fiscal Year (10-1-2011 to 9-30-2012)

Therefore, it is resolved by the Board of Commissioners of the Exeter Housing Authority that this Resolution is hereby adopted and approved at this meeting.

Commissioner St. Amour moved that the foregoing Resolution be adopted as introduced, which motion was seconded by Commissioner O'Barton and upon roll call the "Ayes" and "Nays" were as follows:

AYES

Commissioner George St. Amour
Commissioner Renee O'Barton
Acting Chair Person Barbara Chapman

NAYS

0

The Chairman thereupon declared said motion carried and said resolution adopted.

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5. Deputy Director's Report (Maintenance Manager's Report

- **Status of Entryway Renovation Project @ 277 Water Street** - The project is currently on hold. Our contractor has reached the point where any further work in the front

00565 entrance would be damaged as a result of the Sewer Line Improvement Project that is scheduled for this fall.

- **Status of Town Sewer Project** - Vern and I attended the pre-construction meeting for this project on September 16, 2011. The meeting revealed a few issues that could delay this project for another 4 to 5 weeks. As of this writing, those issues have not been resolved. The town is having issues with materials. The pipes with the gaskets are not readily available.
- We propose to square off the overhanging roof in the front of the building to protect elderly tenants from the elements. We also propose to add a clear awning type material that would pull down in the winter months to keep the wind and snow out of this new area. The total cost would be \$10,000.00 or less.

We also propose to cement the pad in front of the dumpster and replace the cement pad in front of the Maintenance area. The total cost would be \$2,500.00.

Both projects would be a change order to our present project of renovating the entryways. They would be paid for by diverting funds from our camera project at Linden Fields. We currently have \$26,000.00 for cameras in our 2011/2012 Capital Fund. This would leave \$13,500.00 in our camera fund.

Morello would do all of this work. Acting Chair Person Chapman asked for a motion. Commissioner O'Barton made a motion to have Morello Construction do the additional construction to the entry ways at a cost of no greater than \$12,500.00 seconded by Commissioner St. Amour and the vote was 3 ayes 0 nays.

- **New Truck Purchase/Proposed Truck Bid & Sale** - The new truck arrived in early September and has replaced the 1997 Ford F250. The old truck has served us well and was taken out of service and prepared for sale. Per our Disposition Policy, we will post a Public Notice in the newspaper outlining the details of the sale and bid procedures. Bids will then be evaluated and a recommendation will be made to the Board of Commissioners at the November meeting.

Update on Vacancies:

We currently have one empty unit at 277 Water Street and are in the process of turning it over.

HUD/REAC Physical Inspections of all EHA Properties:

We recently received word that the Exeter Housing Authority will undergo a scheduled physical inspection of all EHA stock. A HUD representative will be here on Wednesday, December 14, 2011 to perform the inspection.

In preparation for the inspection we have hired an inspection firm that specializes in conducting pre-HUD/REAC inspections. At the conclusion of the inspection they will provide us with a detailed report outlining all recorded deficiencies. We will then use this information to help us plan and schedule any repairs in advance. This inspection will take place next week over a two day period October 5 and families on October 6.

6. Ten-Minute Audience Participation

A tenant had a safety question and Mr. Sherman asked that they speak to him afterwards.

A tenant asked about volunteers weeding around the building and also regarding using ground cover. Mary Dupre will get prices on this and speak to Mr. Sherman.

7. Executive Director's Report – Mr. Sherman reported that the budget is extremely tight this year and we are not spending another penny. Another 25% cut has been proposed on our administrative fees for Section 8.

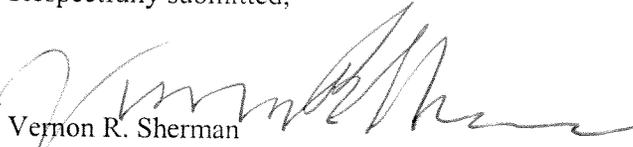
Our utilities are as low as they are going to go, no raises this year, cutting our administrative budget and Maintenance budget.

Mr. Sherman reported that all in all we had a good year and we turned over 23 units.

The next meeting will take place the first Thursday in November.

As there was no further business Acting Chair Person Chapman adjourned the meeting at 1:45 p. m.

Respectfully submitted,


Vernon R. Sherman
Executive Director


Barbara Chapman
Acting Chair Person