DRAFT

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Friday, November 4, 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	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Commissioner	Boyd Allen

Item #2. Approval of the Minutes of the October 7 , 2016 Meeting
Commissioner Sherman made a motion to approve the minutes with one correction on page 2, item 6; seconded by Chair Person O'Barton and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Write Off of Bad Debts
Executive Director Teixeira explained that Fee Accountant Howard Gordon was in earlier this month to close out FY 2016. During his visit he noted that we are carrying two bad debts and recommended that we write them off. The debts total $2,235.05 and are the result of two tenants who left the program owing the EHA rent money.

Chair Person O'Barton read the following resolution which was approved with a vote of 3 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Write Off Bad Debts

The following resolution was introduced by Chairwoman O'Barton on November 4, 2016 and read in full and considered:

RESOLUTION NUMBER 11-2016

RESOLVED:

Be it resolved by the Board of Commissioners to write off bad debts totaling two thousand two hundred thirty five dollars and five cents ($2,235.05).

AYES	NAYS
Pam Gjettum Commissioner	
Vern Sherman Commissioner	
Renee O'Barton Chairwomen	

Item #4. Year End Figures FY2016

Executive Director Teixeira noted that the Housing Authority closed the year with both programs yielding surpluses. Public Housing ended the year with an $80,083 surplus and Section 8 closed out the year with a $66,088 surplus. He explained that $41,000 of that amount is overpayment and that HUD will eventually take that amount back. He reported that overall he was very pleased with both the financial and organizational condition of the EHA as the fiscal New Year begins. Chair Person O'Barton commented that he had done good work.

Item #5. Authorization to Enter Lease Agreement Telephone System
Executive Director Teixeira reported that the existing phone system the Housing Authority currently uses is manufactured by Avaya and was installed in 2008. We currently have a service agreement with Avaya that covers the cost of replacing any failed equipment. This is a monthly charge of $105.77 that the Housing Authority pays and would be discontinued if we entered into the lease agreement. Avaya has recently informed us that locating and maintaining replacement parts for our aging phone system has become very difficult to the point where they can no longer guarantee having replacement parts on hand.

Executive Director Teixeira stated that to avoid this potential problem Avaya is offering existing customers a sixty (60) month lease on a new phone system which includes a seventy five percent (75%) discount on the installation cost. The monthly charge would vary depending on which of the two leases end purchase options that is selected. Option one is a Fair Market Value (FMV) which would be the value of the phone system at the end of the lease. Avaya estimates this value to be in the $1,300-$1,500 range. The monthly charge for this option is $120.70. Option two is a one dollar ($1.00) lease end purchase and the monthly charge would be $139.92. Once again the existing service charge would go away which would result in a minor increase over what we are currently paying. Executive Director Teixeira noted that he preferred option two. Commissioner Sherman noted that the system has worked well and recommended the approval. Commissioner Gjettum asked about the value of the system and Executive Director Teixeira noted that based on the current estimated value that there is not much of a difference between the two options. Chair Person O'Barton made a motion to authorize entering into a lease agreement with Avaya with the option selection to be at the discretion of the Executive Director. The motion was approved with a vote of 3 ayes and 0 nays.

Item #6. Award Contract for Fence Replacement at Auburn Street
Maintenance Supervisor Harding-Smith noted the following bids which were submitted for the Auburn Street fence project:

Centerline Fence-Derry, NH $4,950
GC/AAA Fences Inc. – Dover, NH $4,994
125 Fence Inc. – Barrington, NH $4,608.50

Maintenance Supervisor Harding-Smith reported that 125 Fence, as lowest bidder and with utmost professionalism is our company of choice for the project. The installation requires 167 lineal feet of 6' high white vinyl Cambridge style privacy fence. He noted that he has spoken with the abutters of the property and they were quite happy about the fence and intend to continue a duplication of the fence on the remainder of their property. He further explained that fence project is covered by the 2015 Capitol Fund

Improvement. Executive Director Teixeira requested that Maintenance Supervisor Harding-Smith be sure to document some before and after photographs. Commissioner Sherman made a motion to award the bid to 125 Fence at $4,608.50 and the bid was awarded to 125 Fence with a vote of 3 ayes and 0 nays.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and that there has been an extreme amount of turnover including 5 vouchers in a single day. Section 8 Manager Dooling still anticipates being at 99% utilization at the year end. Commissioner Sherman and Chair Person O'Barton commented on a job well done.

October Unit Totals and Figures:

October:	173 Units	$103,079	Hap (excluding Port In)
	2 Ports	685	Utility Reimbursement
Total	171 Units	$103,764	Total HAP

Item #8. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that Unit #113 turnover was completed along with #228 at Water Street. Full kitchen renovations upgrades were completed at #228 and an existing tenant in #223. Both units were completed with upgraded linoleum flooring. Unit #228 leased on November 1st.

Maintenance Supervisor Harding-Smith noted that he has been working on organization within the various maintenance shops and is near completion. Work orders and inspections that persisted throughout the fast paced unit turns and kitchen upgrades are currently being done.

Maintenance Supervisor Harding-Smith reported that the Linden Fields paving contract and Auburn Street paving contract should wrap up next week and that the fence project would follow.

Maintenance Supervisor Harding-Smith reported that winterization at all properties were underway as well. Auburn Street & Portsmouth Avenue gutters, downspouts, fall clean-up and leaf removal have been completed. Lighting in rear of Portsmouth Ave to L.E.D. retrofit is awaiting bids. The Water Street Gazebo has been winterized and all patio furniture brought to storage. Maintenance Supervisor Harding-Smith noted that all machines are currently being greased and fitted with plows and sander to be ready for winter months ahead. Salt is being ordered and landscape machines are becoming winterized.

Maintenance Supervisor Harding-Smith noted that there hasn't been any complaints about smell from the recycling bin and that the Maintenance Staff regularly uses deodorizer which has proved successful.

Maintenance Supervisor Harding-Smith noted the future unit turns are #201 Water Street and 11 Down Portsmouth Avenue. There will also be three more kitchen upgrades for current tenants, however, scheduling would have to be determined. Maintenance Supervisor Harding-Smith also reported that he is in the process of interviewing for a potential part-time person.

Executive Director Teixeira noted what a fine job C.J. has done since coming on board in September.

Item #9 – Ten Minute Audience Participation

277 Water Street resident commented on what a fine job the maintenance department has been doing. Another 277 Water Street resident inquired about the snow removal policy and Public Housing Manager Birch advised that Exeter Housing Authority would determine that shortly and advise residents. Another resident inquired about the sewer line project and Executive Director Teixeira stated that this was the next topic of discussion.

Item #10. Executive Directors Report

Temporary Construction Access Agreement for Pump Station Improvements

Executive Director Teixeira reported that the Swazey Parkway Trustees have approved the request to allow two temporary construction driveways that would provide access to the construction site thru the parkway. Obtaining approval for these driveways was critical as construction vehicles would have no other way of accessing the site other than thru our parking lots which we strongly opposed during the Wright-Pierce presentation at the September Board meeting. Bids for the project are expected in early 2017 and the security fence would be the first step. Executive Director Teixeira noted that the Housing Authority would lose 4-6 spaces in the north lot for about 4 to 6 weeks in the fall of 2017. It is expected that we would have some extra spaces on the property to accommodate this issue.

Resident Commissioner Vacancy:

Executive Director Teixeira explained that he is currently meeting with the residents who have expressed an interest in filling the commissioner vacancy. We are confident that the vacancy will be filled prior to the January meeting. Chair Person O'Barton noted that the board would not be meeting in December.

Financial/Compliance Audit:
Executive Director Teixeira reported that the EHA will undergo a routine financial and compliance audit sometime next month. An exact date has not yet been scheduled, however, it is hopeful that the results will be shared at the meeting in January.

Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Sherman and the meeting adjourned at 3:43 PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person