

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
Regular Meeting February 4, 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 January 7, 2010 – Commissioner St. Amour made a motion to approve the minutes of January 7, 2010, seconded by Commissioner Bragg and the minutes were approved 3 ayes 0 nays.

Item #3 – Approval of New Procurement Policy – Mr. Sherman reported that due to our involvement with the Stimulus Act which provided the Exeter Housing Authority with a new roof at 277 Water and Portsmouth Avenue, we were asked to submit a new Procurement Policy.

The three (3) main changes were increase of petty cash purchases from \$100.00 to \$200.00, small purchase procedures lowering the purchase to \$10,000 from \$25,000 and Board approval of procurement actions over \$10,000.

We complied with our Procurement Policy when we had the roof bids. We were advised to update our Procurement Policy.

#105

HUD-9014

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The following resolution was introduced by Acting Chair Person Chapman at the Board of Commissioners Meeting on February 4, 2010

00522 Resolution to Approve the Procurement Policy which complies with the Annual Contributions Contract (ACC) between the Exeter Housing Authority and the HUD Federal Regulations at 24CFR 85.36, the procurement standards of the Procurement Handbook for PHAs, HUD Handbook 7460.8, Rev 2, and applicable State and Local laws.

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 Bragg and upon roll call the "Ayes" and Nays" were as follows:

AYES

NAYS

Commissioner George St. Amour
Commissioner George Bragg
Acting Chair Person Chapman

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

Item #4 – Maintenance Manager’s Report – Mr. Teixeira reported that the Maintenance staff have been busy moving snow and they have begun the kitchen renovation project at Water Street. They have completed one (1) kitchen and are working on the second kitchen. All handicapped units at Water Street are being renovated to make them ADA compliant. The Maintenance Department will be renovating eight (8) handicapped apartments and three (3) regular units.

Mr. Teixeira reported that the yearly unit inspections will take place about the third week in March and they will take about one (1) week to complete.

Item #5 – 10-Minute Audience Participation – The Maintenance staff were thanked for cleaning off the cars and moving cars during the last snow storm.

Mr. Sherman was asked what is the capital fund money we are given every year to do projects.

The community bathrooms outside of the Community Room have been reopened. These bathrooms are used by the staff and people visiting the building from the outside.

Trash shoots will never be open again.

Item #6 – Executive Director’s Report – Mr. Sherman reported that we are still making \$15,000 after three (3) months (Oct-Nov-Dec) and we had a good year.

00523 As there was no more business to discuss the meeting adjourned at 1:25 p. m.

Respectfully submitted,



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person