

**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 November 10, 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 September 2, 2010 – Commissioner St. Amour made a motion to accept these minutes, seconded by Commissioner Bragg and they were accepted 3 ayes 0 nays.

Item #3 – Approve Bid – Fixing 2 Drainage Rip-Raps at Linden Fields – Mr. Teixeira reported that this work involved drainage improvements at the back of the property that needed to be cleaned out. He received bids from the following companies:

HUD Project #NH36P-014-09

Durell Paving Inc., Dover, NH	\$8,900.00
MCO Excavators Inc., North Hampton, NH	\$5,560.00
Sandbox Excavating, Newfields, NH	\$3,750.00

Mr. Teixeira recommended to the Board Sandbox Excavating at a cost of \$3,750.00. He checked out this company and they have been in business for five years. This work will consist of removing the existing rocks, cleaning out the area, putting the stones back and adding additional stones.

Acting Chair Person Chapman made the motion, seconded by Commissioner St. Amour and the vote was 3 ayes 0 nays to accept Sandbox Excavating at a bid of \$3,750.00.

Item #4 – 10-Minute Audience Participation – Acting Chair Person Chapman commented on the great job the ladies did on the pot luck supper.

A tenant asked about the ceiling fan and if it can be adjusted so the heat can be drawn down. Mr. Teixeira said the blades should run clock wise and yes it will bring the heat down.

Another tenant on the second floor asked about having a bird feeder outside her window. Mr. Teixeira will check into it.

Item #5 – Maintenance Committee Report – Acting Chair Person Chapman reported the Committee has added new members Mary Dupre and Ann Dube.

The Committee walked the grounds at 277 Water Street. The five (5) dogwood trees received a good trim. Everything is all buttoned up for winter. We went to Linden Fields, Auburn Street and Portsmouth Avenue. Everything was in good shape.

It was a very good meeting.

Item #6 – Maintenance Manager’s Report – Mr. Teixeira reported on the HUD/REAC Physical Inspection of the buildings, grounds, common areas, systems and apartments on October 4. About twenty-two (22) apartments were inspected. We received 96% out of a possible 100%. The Maintenance Department worked very hard and should be commended.

We have already completed projects for F/Y 2010/11 which includes

- Dumpster enclosure at Linden fields
- Replaced damaged wood and painted porches at Portsmouth Avenue
- Replaced garage door at Auburn Street
- Upgraded emergency battery back up lighting at Water Street.

Vacancies - We turned over 2 units last month (one included a new kitchen) and 2 this month. We expect to have 3 come December 1.

Fall/Winter Cleanup – We are still in the process of finishing up fall clean up and at the same time getting our equipment ready for snow removal. We will be cutting the grass for the last time this week and begin cleaning gutters next week.

Item #7 – Executive Director’s Report – The financial reports for the eleven (11) and twelve (12) months were given to Board members. There is a \$12,000 deficit for 11 months and a \$25,000 deficit for 12 months for Public Housing. These are not the final reports. As soon as we get the finals we will find out the exact numbers.

The Section 8 budget is \$7,300 surplus and the actual is \$32,837.

Chair Person Chapman requested a motion to go into non-public session under RSA91-A to discuss personnel which 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

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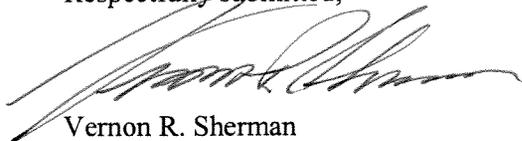
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Acting Chair Person Barbara Chapman

A motion was made to come out of non-public session. The Board of Commissioners approved a 3% pay raise for all employees. The Board of Commissioners also approved Antonio Teixeira as the new Deputy Director.

As there was no further business a motion was made to adjourn the meeting which ended at 1:40 p. m.

Respectfully submitted,



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person