

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 Special Meeting
Thursday, March 8, 2012 – 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 February 23, 2012 – Commissioner George St. Amour made a motion to approve these minutes, seconded by Commissioner Renee O'Barton and the vote was 3 ayes, 0 nays.

3. REAC Public Housing Assessment System (PHAS) Score Report – REAC Public Housing Assessment System (PHAS) Score Report – Mr. Teixeira reported that EHA received our (PHAS) score for 2011 which included the results of the physical inspection that took place on February 21, 2012.

The Maintenance Department and the residents did very well. Mr. Teixeira was very pleased with the 38 score as it is nearly impossible to score 40 points.

Mr. Sherman explained the physical inspection is one of the four components that make up (PHAS). Each component has a maximum indicator score that when all tallied up equal 100. Below you will find the four components along with the results.

Component	Maximum Score	Our Score
Physical	40	38
Financial	25	25
Management	25	25
Capital Fund	10	10
Total	100	98

Mr. Sherman stated the entire staff had preformed at an almost perfect level for the entire year to attain this high score. He said this could only be achieved by a highly motivated, dedicated group of true professionals and he was very proud of them.

New Washers and Dryers - Approval of New Mac-Gray Laundry Lease Agreement – Mr. Teixeira reported that new washers and dryers have been approved and we recently reached a tentative agreement with the Mac-Gray Company for laundry equipment services. We have partnered with Mac-Gray for over twenty years and are very pleased with the service they provide.

We are requesting authorization to enter into a new ten-year contract with them for this service. In exchange for the long-term contract Mac-Gray will supply, install and continue to service the 12 new dryers and 12 new front-loader washers.

The front-loader washers use considerably less water per cycle. Therefore, we can expect to see savings on our water, sewer and gas bills.

We also changed some language that was in the original agreement. This change pertained to Mac-Gray receiving a minimum compensation based on the number of machines installed and the usage. This change will generate an additional \$2,700 per year in revenue to the Exeter Housing Authority.

Ms. O'Barton asked if we are required to put this out to bid. Mr. Sherman responded that he believed this is a self-renewing lease which renews after two (2) years. Mr. Teixeira did not know of too many people who provide this service. He will check and also will check the Procurement Policy.

Mr. St. Amour mentioned that these dryers use much less drying time than other types of dryers.

This item was tabled to the next meeting.

Front Entrance Overhang Project - Mr. Teixeira reported that this project is scheduled to begin on Monday, March 19, 2012. The contractor has told us that it will take approximately ten (10) days to complete. Mr. Teixeira will send memos to the tenants at 277 Water Street prior to this work taking place.

Sewer Project Update – Mr. Sherman reported that the Sewer and Water Department is still ironing out their water problems and are running their tests. They will not have any answers until these tests have been run.

Update on Vacancies – Mr. Sherman reported that there are two (2) vacancies at Water Street and one will be filled on March 9 and the other on March 15, 2012. There are two (2) family vacancies one will be available March 15 and the other on March 31, 2012.

Board Discussion on Decision to Stop Bread and Bakery Deliveries in the Community Room at 277 Water Street – Chair Person Chapman asked Commissioner O'Barton for input on this. Commissioner O'Barton reported that she checked the Facilities Policy and there is nothing that mentions this being an approved activity. What is a concern is the health issue. We cannot support anything that would be detrimental to health issues.

Commissioner St. Amour agreed with these concerns.

Chair Person Chapman also agreed and thought the deliveries should be stopped because it has also become a safety issue.

0 0 5 38 There were a couple of tenants who felt they should have been notified that the deliveries had been stopped.

Financial Report from 10/01/2011 to 01/31/2012 (4 months)

Executive Director's Report –

Public Housing

Operating Receipts – rents are down \$4,231 through four (4) months. This will turn the other way when the new rents go into effect on March 1, 2012. Total operating receipts are up by \$1,602.

Operating Expense: Administration – Total expense is up by \$3,044 due to Sundry Expense. \$2,335 of this increase is for Section 8 inspections which will be transferred to Section 8 at a later date.

Utilities: We are showing a \$6,695 decrease in this area. This is due partially from bills which have not been received as of January 31, 2012 and because of the mild winter.

Maintenance: We are showing a decrease in this area of \$4,439 which is due to maintenance materials. Most of the materials are consumed in the warmer months.

General Expense is up by \$3,981 due to an increase in employee benefits.

Total profit after four (4) months was budgeted for \$23,983. Actuals are \$50,125. The yearly budget shows a profit of \$1,950. Many of the yearly expenses are only starting to show up in the first four (4) months. It is too early to make projections of where we will be at the end of twelve (12) months. We should do much better than projected because of the warm winter and an increase in subsidy from last year.

Section 8 is showing a \$21,654 deficit after four (4) months. This is due to the funding arrangement for Section 8. We calculate our figures and number of units rented on a fiscal year basis. Our funding is on a calendar-year basis. This means we are using funding from the previous three (3) months of last year and the first nine (9) months of this year.

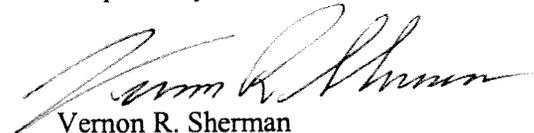
We must utilize either an average of 169 units or spend 100% of the money. Either of these result in full funding for the next year. The difficulty is we have not known what the federal money was the last two (2) years until seven (7) to nine (9) months into the year. **Last fiscal year we averaged 168.4 units out of 169 and spent 99.9% of the federal money.**

This year we know exactly what the money is. We project we will average 166 to 167 units for the year and will spend 100% of the federal money.

There was a motion made by Commissioner St. Amour and seconded by Commissioner O'Barton to go into 91-A:3 Nonpublic Session. The motion was 3 ayes 0 nays.

The Board came out of nonpublic session and as there was no further business Acting Chair Person Chapman adjourned the meeting at 2:08 p. m.

Respectfully submitted,



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person

3-9-2012

Minutes of 91-A:3 Non-Public Session Paragraph II (a)

A complaint of verbal abuse was lodged against two employees of the Exeter Housing Authority by a tenant at Squamscott View Apartments located at 277 Water Street, Exeter, NH. The alleged incidents occurred on February 15, 2012. The Board listened to testimony from the tenant and the two employees. The Board found there was no evidence to support the complaint. The complaints were dismissed.