

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
Thursday, September 5, 2013 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:

Chair Person	Barbara Chapman
Vice Chair Person	Renee O'Barton
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple

Absent: Commissioner George Bragg

Chair Person Chapman thanked the Commissioners and office staff for the flowers and announced that Commissioner Bragg has resigned due to ill health. He will be sending a letter which we will forward to the Town Manager.

Item #2 – Approval of Minutes of August 1, 2013 meeting – Commissioner Allen made a motion to accept these minutes as presented, seconded by Commissioner Sherman and the vote was 4 ayes 0 nays.

Item #3 – Approval of Operating Budget F/Y 2014 – Mr. Teixeira spoke on this preliminary budget which combines the Public Housing and Section 8 Programs. Mr. Teixeira went over the various line items with the Board.

Commissioner Allen inquired about an increase in fuel. He questioned whether the conservation projects completed would have curtailed an increase. Mr. Teixeira explained the \$1600 in question was allocated for oil fuel at the Linden Fields garage. He explained that last year the furnace at the Linden Fields had to be replaced and was out of service for a substantial period where no fuel was used and this is where we see the increase now.

Mr. Teixeira requested that we return to the Operating Budget after the Board comes out of non-public session and he would ask for a resolution at that time.

Item #4 – Award Paving Contract (South Parking Lot) – Mr. Teixeira reported that Jamco no longer wanted to do this project. EHA then contacted several contractors requesting bids for this work. We received three (3) bids and the results were as follows:

Bell & Flynn, Stratham, NH	\$18,000
GMI Asphalt, Belmont, NH	\$43,846.52
Petra Paving, Hampstead, NH	\$25,473

We are recommending that we move forward and award the contract to Bell & Flynn in the amount of \$18,000. Mr. Teixeira noted that Bell & Flynn was the last contractor to lay asphalt on the South Parking Lot and that was back in 1997.

Mr. Marzinzik gave an overview of the project. The entire parking lot will receive a one (1) inch overlay and there will be some areas that will be repaired. It also will include the line striping/numbering, walkway and curbing. Mr. Marzinzik assumes that this will be a one week project and he will inform everyone as soon as we receive a start date. He will contact PEA as soon as he receives a date to check on parking.

A tenant asked how long will this project take and Mr. Marzinzik responded five (5) days and probably less. He did not feel this project would begin before October and not too much later. Chair Person Chapman added that Bell & Flynn has done work for us before and they do a good job. Mr. Teixeira said Bell & Flynn would like to do the project this season but the weather is a big factor.

Commissioner Sherman made a motion that we accept the bid from Bell & Flynn for \$18,000, seconded by Commissioner O'Barton and the vote was 4 ayes 0 nays.

Item #5 – Tri-State Conference – Mr. Teixeira reported that this is an annual event and it is hosted this year by the Maine Association of Public Housing Directors and will be held in Freeport, Maine from September 9 through the 11th. Mr. Teixeira cannot attend and he has asked Commissioner Sherman to go in his place and Margaret will also be attending. A copy of the agenda was included with the pre-meeting.

Item #6 – Maintenance Supervisor's Report – Mr. Marzinzik reported that the generator was inspected in August and the Maintenance staff are working on refurbishing the outside of the generator. He feels it is in good condition.

Ken Murray has given his notice and is no longer with us. This part-time position is posted in the paper and it will run on line.

On the sewer interceptor project there are a few items still to be taken care of such as the irrigation. There is a break in the irrigation but no one has been able to find out where the problem is. We do want this completed before next spring.

Jamco is still trying to resolve the issue of the loop in the front of the building where we continue to experience puddling. Mr. Marzinzik has discussed this with Bob Daigle.

We have a couple of vacancies one at Water Street and one on Portsmouth Avenue. We are looking at leasing up both units October 1.

We are in the process of wrapping up the esthetics around the Water Street property as well as the other properties.

Adams House Carpets will be in on Monday to do all the common areas of carpeting at 277 Water Street and we will ask him for a price to do the furniture in the Community Room and the common areas in the building.

A tenant asked if we were still planning on replacing the carpeting in the lobby and the response was yes money has been included in the 2013 Capital Improvement budget.

Commissioner Sherman commented how nice the front of the building looks at Water Street.

Mr. Marzinzik is working on the 277 Water Street sign that is located in the front of the property. He will have the sign back out front this week and he also will include plants next to the sign.

A tenant that parks in the north lot asked about a manhole cover that clanks when you drive over it near the road. Mr. Marzinzik will investigate.

A tenant is having a problem with the intercom system when her children visit. Claire has the software for the intercom on her computer. Her computer is down and she will investigate as soon as her computer is back in operation.

A tenant asked about the two (2) locust trees out back at 277 Water Street. Mr. Marzinzik mentioned that the roots are starting to come through the pavement and are nearing the end. He does have some ideas regarding this area.

Item #7 – Section 8 Manager’s Report –

August Unit Totals and Figures:

August:	164 Units	\$100,392	HAP (excluding Port Ins)
	1 Port Ins	567	Utility Reimbursement
Total	165 Units	\$100,959	Total HAP

Ms. Dooling reported that the Program has been holding steady regarding the vouchers and the finances. She will be going to Tri-State and shortly after will be attending an intensive calculation training which will help in being up to date with all of the regulations and changes. This training will take place in Manchester for two days. Nan McKay will put on this presentation.

Mr. Teixeira commented that Ms. Dooling is doing an amazing job and wanted to acknowledge her.

Item #9 – Executive Director’s Report –

Financial: Mr. Teixeira had not received the financial report from our Fee Accountant. He will email a copy to the Commissioners when he receives it. In speaking with our Fee Accountant he was estimating a surplus on the Public Housing side of \$30,000.

Employee Performance Appraisals: Annual performance appraisals are scheduled to be conducted in mid-September and will be available for Board review any time after September 23.

Rent Calculation Training: Margaret mentioned this class earlier and it will be held in Manchester on September 17 and 18. Mr. Teixeira noted that he and Jill would also be attending. A copy of the Agenda was sent with the pre-meeting.

Washington Update: Both the House and Senate failed to pass their respective Transportation and HUD bills before leaving for August break. With only nine legislative days scheduled in September and being ninety one billion dollars apart in the overall budget; it doesn't appear likely that a compromise will be reached before October first which would result in another continuing resolution.

F/Y 2013 Capital Grant: We recently learned that we will receive \$118,623 in Capital Improvement assistance under the Capital Fund Program and it is slightly more than we anticipated. The funds will be made available to us on September 18 and we will have two (2) years to obligate these funds and four (4) years to expend them.

Commissioner Allen asked if Capital Improvement Funds could be used for the paving project. Mr. Teixeira replied that they could, however, we have money programmed in 2012 which will be used for the paving.

We had the last cookout of the year a few weeks ago and had a very good turnout. Commissioner Allen attended the cookout and helped serve the residents.

Item #10 – Non-Public Session per NH RSA91-A:3 II (a) – Commissioner O’Barton made a motion to go into Non-Public Session under NH RSA91-A:3 II (a). This was seconded by Commissioner Sherman.

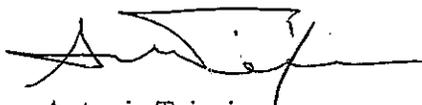
Chair Person Chapman made a motion to come out of Non-Public Session and it was seconded by Commissioner Sherman.

Chairperson Chapman introduced the following Resolution Number 9-2013. Be it resolved by the Board of Commissioners to approve the 2014 Operating Budget. Commissioner Allen made a motion to approve the 2014 Operating Budget. The motion was seconded by Commissioner O'Barton and all were in favor.

Commissioner O'Barton made a motion to adjourn seconded by Commissioner Allen.

The meeting adjourned at 2:30 p. m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person

Board Resolution of the Exeter Housing Authority to Approve the 2014 Operating Budget

The following resolution was introduced by Chairwomen Chapman on September 5, 2013 and read in full and considered:

RESOLUTION NUMBER 9-2013

Be it resolved by the Board of Commissioners to approve the 2014 Operating Budget.

Commissioner Allen moved that the foregoing Resolution be approved as introduced, which motion was seconded by Commissioner O'Barton and upon a roll call the "Ayes" and "Naves" were as follows:

AYES

Renee O'Barton Vice Chair

Barbara Chapman Chair

Vernon Sherman Commissioner

Boyd Allen Commissioner

NAYS

Chairwomen Chapman thereupon declared said motion carried and said resolution was approved on September 5, 2013