

**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 April 1, 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
Executive Director	Vernon Sherman
Maintenance Manager	Tony Teixeira
Secretary	Claire Purple

Absent: Commissioner George Bragg

Item #3 – Volunteer Fair – Town Hall April 10, 2010 – Mr. Sherman spoke on this item and said the fair will take place at the Town Hall from 10:00 a. m. to 12:00 p. m.. The purpose of this event is to add volunteers to the various town department boards as well as commissioners for the Exeter Housing Authority. Vernon Sherman, Executive Director and Barbara Chapman, Chairperson of the Board of Commissioners will be on hand to tell people about the Exeter Housing Authority and answer questions about the responsibilities of a commissioner.

Item #4 - Maintenance Manager's Report – Mr. Teixeira reported on the following items.

Kitchen Renovation Project @ 277 Water Street

We have completed renovating six (6) kitchens since January and have seven (7) remaining in this phase of the project.

We will continue to schedule units as time allows. The snow, flooding, vacant apartments and annual unit inspections have put us behind schedule.

The next unit is scheduled for the week of April 5, 2010.

Vacant Units

We currently have four (4) vacant units. One (1) was carried over from last month and is ready for occupancy. The remaining three (3) will be ready for occupancy no later than April 9, 2010.

Water Leaks @ 277 Water Street

We have experienced several water leaks during the past two (2) rain storms. We determined the cause to be faulty caulk joints that have dried up and split.

We have made temporary repairs to these areas until the warmer weather arrives when more permanent repairs can be made. Only one (1) of these leaks is due to the new roof and the roofer will be in to take care of this leak.

Celebrating Earth Day

This has become an annual event. Students from PEA will be here on Wednesday, April 21, 2010 to help us out with the spring clean-up of our property. There will be twenty (20) students and they will be working at the Water Street property only this year.

This is a great opportunity for residents to interact with the students so we encourage residents to stop by and say hello.

Annual Unit Inspections

We conducted the annual inspections of all Exeter Housing Authority apartments in mid March.

The inspection revealed that most residents are doing a great job taking care of these units. We did come across a few less desirable units that need attention and so follow up inspections have been scheduled.

Item #5 – 10-Minute Audience Participation – A tenant reported she had burned something in the microwave and the smoke detector wasn't activated. She called Maintenance. Mr. Teixeira responded that he tested the detector to make sure it was working properly which it was. The smoke was pretty well cleared when he arrived. Mr. Teixeira said anyone could ask Maintenance to come and test their smoke detectors or put in a work order.

Mr. Sherman reported that a Comcast representative will be at the Tenant Council meeting on April 13, 2010 to tell residents about the new boxes that must be installed on their TV's if they do not presently have a Comcast box or have additional TV's which are not presently attached to a Comcast box. These are free and technicians will be prepared to install them at no cost on that Tuesday. Your TV will not work in May if these are not installed. Flyers will be sent to all residents next week.

Item #6 - Executive Director's Report

Five-Month Budget Comparative

Our five-month totals show that our rental income is down \$4,659.00 from our estimated total for the first five months. This can be attributed to vacancies due to large turnovers of apartments and lower incomes of the new tenants as well as reduced income for some of our family members because of the economy. The new monthly rents which became

0 0527 effective on 3-1-2010 are currently about \$1,000.00 less per month than projected. This will change almost every month due to turnovers.

Administration	\$6,127.00 Under budget 5 months
Utilities	\$2,981.00 Under budget 5 months
Maintenance	\$4,939.00 Over budget 5 months (Contract costs)
General Expense	\$6706.00 Over budget 5 months Insurance (2,609)
Employee Benefits	(\$4,683) Health Insurance increase
Final Results	5 months including subsidy: \$14,653 Under budget.

Sewer Project as it relates to Exeter Housing Authority

We talked to Paul Vlasich Exeter Town Engineer on the status of this project. He stated as of today's date, April 1, 2010 they had not heard about the additional stimulus funds. They had expected to hear last month however they have to wait for left over stimulus funds which were not obligated. This project is a priority and will start soon after funds have been targeted for the Town of Exeter. We will notify all tenants as soon as we have a start date.

We will be assigning different parking spots and the most able-bodied tenants will be parking at the PEA parking lot.

Five-Year Plan

We are currently in the last stages of finalizing our new Five-Year Plan. This must be sent to HUD by July 15. We will finish the plan and provide the Commissioners a copy by April 15. We will also put a notice in the paper about a public hearing on this plan on June 3, 2010.

Section 8 shows a \$10,264 profit after five (5) months.

As there was no further business the meeting adjourned at 1:25 p. m.

Respectfully submitted,



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person