

**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 September 2 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 June 10, 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 – Discussing Community Room Kitchen Closing on Weekends – Mr. Sherman has had a request from one of our residents to keep the Community Room kitchen open on weekends. The Facilities Use Policy excludes this kitchen from use by individual tenants as they have their own fully functional kitchens. Coffee is offered in the kitchen during the week. On weekends no one drinks coffee so the kitchen is closed.

The kitchen is used by the Tenants Council when they have meetings or dinners or people have requested its use with relatives for a special occasion. If the Council is having a Council event it would be opened then.

Mr. Sherman would like the kitchen closed at night after the coffee pots are empty plus the weekends. He wanted the Board to vote on it. EHA does not want people using the equipment when tenants have their own kitchens. Commissioner St. Amour, Commissioner Bragg and Chair Person Chapman all approved of closing the kitchen during the week at 1:30 p. m. or after the coffee is finished and keeping the kitchen closed on weekends.

Item #4 – Approval of 2010-2011 Budget – The Board were presented with Consolidated Budget and Comparison to prior year Fiscal Year Ending 9/30/2011 report. Mr. Sherman spoke to our Fee Accountant, Howard Gordon and it is estimated there will be an \$11,000 decrease in assets this year. Final figures on this year's budget will be available at our November meeting.

00537

Mr. Sherman went through the 2010-2011 Budget in detail with the Board. The budget will be revised before the end of the year to reflect employee increases and new health insurance premiums. The presented budget for Fiscal year 2010/2011 shows a projected surplus of \$2,190.00 at fiscal year end on 09/30/2011.

Section 8 and Public Housing are both running well. The occupancy rate for Public Housing is 99.5%. The occupancy rate is 98% for Section 8.

HUD-9014

(11-68)

The following resolution was introduced by Acting Chair Person Chapman at the Board of Commissioners Meeting on September 2, 2010.

Resolution to Approve Exeter Housing Authority Operating Budget for fiscal years 2010/2011.

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 Barbara Chapman

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The Acting Chair Person thereupon declared said motion carried and said resolution adopted.

Item #5 – 10-Minutes Audience Participation – Tenant asked what time the Community Room closes. Mr. Sherman answered from 9:00 p. m. to 6:00 a. m. and it will be enforced.

Item # 6 - Maintenance Manager's Report – Mr. Teixeira gave the following report:

HUD/REAC Inspection:

A HUD Contractor will be out on Monday, October 4, 2010 to conduct a physical inspection of buildings, grounds, building systems, health and safety and thirty-six (36) apartments.

00538 We conduct our own pre-inspection and historically we have done very well and we expect that to continue.

Capital Fund Project scheduled for fall 2010

The two porches at the Portsmouth Avenue property will receive a fresh coat of paint.

The garage door at Auburn Street will be replaced. It is wood now but it will be replaced with a metal door.

A dumpster enclosure at Linden Fields will be installed. It will be a chain link enclosure with gates.

The drainage rips at Linden Fields will be reworked to improve the site drainage.

Regrade three entry ways at Water Street to ADA standards.

We are currently in the preliminary design phase of the project. We planned on having this project completed this fall but know that we might be pushing it too close to the cold weather. The plan at this point is to have the project ready to hit the streets in early spring 2011. This will also give us the opportunity to see where the town is with the sewer line improvements along Water Street.

Kitchen Renovation Project @ 277 Water Street (Phase 4)

We completed the last kitchen in phase four of the project last week bringing the total completed to date to sixty-five (65) units. All of the HC units are completed.

Items #7 – Executive Director’s Report – Mr. Sherman reported that we are at the end of ten (10) months and after ten (10) months we show a \$506.00 profit. We are projected to lose between \$2,000-4,000 at the end of twelve (12) months. The estimated loss through seven (7) months was \$2,000. The operating subsidy was lowered this year by \$37,000 and we don’t know what the health insurance increase (if any) will be for 2010/2011.

Section 8 and Public Housing are both running well. The occupancy rate for Public Housing is 99.5%. The occupancy rate is 98% for Section 8.

Through ten (10) months Section 8 has made \$28,000. For the second year in a row Section 8 is making money. Margaret is to be congratulated.

As there was no further business the meeting ended at 1:32 p. m.

Respectfully submitted,


Vernon R. Sherman
Executive Director


Barbara Chapman
Acting Chair Person