

**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 6, 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	Renee O'Barton
Commissioner	Boyd Allen
Executive Director	Vernon Sherman
Deputy Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple
Absent: Commissioner	George St. Amour
Commissioner	George Bragg

2. Approval of Minutes of Meeting of August 8, 2012 - Commissioner O'Barton complimented Ms. Purple on the great job she did on these minutes but Ms. O'Barton had issue with the minutes on page 18 when Mr. Allen replied that he was on vacation and Ms. O'Barton remembers hearing "I wasn't there" and Mr. Allen said "I didn't recall". Mr. Sherman heard Mr. Allen say he was on vacation. Mr. Allen then made the motion and Ms. O'Barton seconded and the minutes were accepted 3 ayes 0 nays.

Mr. Bob Daigle from Underwood Engineering was introduced to give an update on the Water Street Sewer Project. Mr. Daigle said we are in the process of sampling right now, we have the well points in and it looks like construction will begin tomorrow or Monday morning. The ground water levels are a little less than they had anticipated. The bulk of the work on the first week will be in the north parking lot getting the bypass structure set.

Mr. Sherman asked if they anticipate having no problems would it take about two (2) weeks getting to the street. Mr. Daigle felt it was safer to say about two and a half (2 ½) weeks and of course it would be weather dependent.

Mr. Teixeira asked about the soil that was encountered in the test pit that was done last week. Mr. Daigle responded that the soil in the lawn is much tighter than in the parking area and the water table is a lot lower.

Mr. Sherman asked about the flow reports that are being taken for the state and asked if we could get a copy of them when they are finished so if we have anything happening in the future we will know where it is and how much it is. Mr. Daigle responded that it would be possible and the town would also have copies of these reports.

Ms. O'Barton asked if he knew what the completion date would be and Mr. Daigle responded by the end of the month minus the final paving and landscaping.

Mr. Teixeira's understanding is if the project is substantially complete by the end of the month ARRA will pick up half of the expense of lining the pipes under the building. Mr. Daigle responded the cost of the lining is eligible whatever the loan agreement is but he was not aware of the specifics. The lining will be ARRA eligible.

Ms. O'Barton asked if the project has to be completed by the 30th and Mr. Daigle responded that as long as the project is substantially completed, that the bulk of the work, that the pipe is in the ground and is functioning, the diversion structure is up and running, that defines substantial completion. The lining is a small part of that and is temperature sensitive.

Mr. Sherman asked if the hot top of the north parking lot and the middle lot would be held off till spring and if the curbing and sidewalks would be done right away. Mr. Daigle responded that that is correct.

Ms. Chapman asked what the lining was made of and Mr. Daigle responded that it is a plastic high density poly folded and sent down the pipe, steam is injected into it so that it molds and cures in that position. Mr. Daigle said it would take two (2) to three (3) days.

Mr. Teixeira asked Mr. Daigle when would this be done? Mr. Daigle replied that you would do one at a time unless there was high water.

A tenant at 277 Water Street asked if the water would be disturbed and Mr. Daigle responded no the drinking water is still good.

Mr. Teixeira pointed out that Mr. Daigle has done a great job keeping us informed and popping in once a day and letting us know what is happening.

3. Maintenance Supervisor's Report – Mr. Marzinzik reported on the following

- Pedestals were installed under the washer and dryers to raise the height.
- A new intercom system that is cell phone compatible was installed.
- Smoke alarms with battery back up were installed in all units at Water Street.

- New energy efficient GE refrigerators were distributed to all scheduled units which also included Portsmouth Avenue, Auburn Street and Linden Fields.
- Five (5) kitchens were installed during the first week of August.

Mr. Teixeira pointed out that the cost of the refrigerators was just over \$25,000 and \$15,000 of that was picked up by a grant from Unitil. They have committed to giving us an additional \$10-15,000 after the new year.

Mr. Teixeira commented that Mr. Marzinzik has done a fantastic job in handling a variety of projects in the short time that he has been with the Exeter Housing Authority. Ms. Chapman thanked Mr. Marzinzik for the wonderful job he did in landscaping the front of the property.

3. Approval of 2012/2013 Operating Budget – Mr. Sherman commented that this was an add-on item. Ms. O’Barton asked if there should be a line item for training for Commissioners and Mr. Sherman responded that it has always been included under Travel. He also reported that a lot of the information included in the budget is given to us by our Fee Accountant and he and Mr. Teixeira both feel that it is as accurate as it can be at this time. We estimate a \$31,000 profit at the end of the year. On the Housing Choice Voucher side we are estimating an \$18,000 deficit for next year.

Mr. Allen asked Mr. Sherman who sets the administrative fee and Mr. Sherman responded that it is set by the Congress and continued to explain how HUD will recommend a fee and nothing will happen until after the election. Mr. Sherman continued to explain the procedure in setting our fees and the budget process.

As there were no further questions or comments Commissioner O’Barton made a proposal to approve the 2012/2013 Operating Budget and seconded by Mr. Allen. It passed with 3 ayes 0 nays.

4. 10-Minute Audience Participation – A tenant from 277 Water Street commented that they have beautiful windows but they are so hard to open. Mr. Teixeira replied that Maintenance could spray the inside track with silicone and they would lift easier. Ms. Chapman said spray with furniture polish it works very well.

A tenant asked about having her windows washed. Mr. Sherman replied that HUD does not pay us to wash windows. The windows are the tenants’ responsibility. A tenant then asked if we could contact a commercial window cleaning company and ask them to submit bids that would cover the costs for tenants on the second and third floors and it would be divided by the number of tenants on these two (2) floors and the tenants would pay for this work themselves.

Mr. Sherman said the problem that you run into is the different incomes and some people could not afford to have this work done. Mr. Sherman thought that a tenant should do it separately or get ten (10) or twelve (12) people who are interested and see how it goes.

The company would need a certificate of insurance before they started this work and they would have to give the office a copy of this insurance.

A tenant said when it rains very hard water comes in by the windows at the end of the hallways. Mr. Marzinzik related this problem to the new roof and where the roof meets the walls and the lead flashing. He recommends putting in some lead to divert the water into the gutter. Mr. Sherman commented that we have a twenty-five (25) year guarantee for parts and labor. Mr. Marzinzik thought it would be an easy fix.

A tenant asked how the new parking was working out and Mr. Sherman replied "Wonderful". Mr. Teixeira added that we have sixteen (16) volunteers that agreed to park in the PEA parking lot and it's working very well.

5. Executive Director's Report – Mr. Sherman reported that Public Housing is making \$77,000 after ten (10) months. We have had a good increase in rents in March, our subsidy has increased and the year should end \$60-70,000 in the black this year.

Section 8 has a deficit of \$91,000 at the end of ten (10) months which is very misleading. The HAP fees which we have received is for October, November and December of last year. Our physical year begins October 1 and ends on September 30. These figures show the last three (3) months of last year on ours but the new figures that HUD is giving us are on a twelve (12) month basis from 1/1 to 12/30 so we have two (2) different sets of figures and we also have anywhere from \$10-14,000 per month coming out of the figures that HUD is giving us that is a surplus of money from HUD that they have paid us in the past and HUD is taking this all back.

Mr. Sherman estimated that we would probably lose \$10-15,000. We have been averaging 169 units for the first nine (9) months. We should get the full benefit of it next year. We watch this very closely every month.

Ms. Chapman brought the meeting to a close to enter into a non-public session under RSA91-A:3 to discuss employees. Commissioner O'Barton made the motion, seconded by Commissioner Allen and upon roll call the Ayes and Nays were as follows:

Ayes

Nays

Commissioner Renee O'Barton

Commissioner Boyd Allen

Acting Chair Person Barbara Chapman

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The non-public session commenced at 2:00 p. m.

The Commissioners resumed their regular meeting at 2:50 p. m. Commissioner Allen made a motion, seconded by Commissioner O'Barton and the meeting was adjourned at 2:55 p. m.

Minutes of Non-Public Session

Vernon Sherman announced his retirement effective October 1, 2012. He will remain on a part-time basis until January 1, 2013.

Antonio Teixeira was appointed as Executive Director as of October 1, 2012. Mr. Teixeira has worked for the Exeter Housing Authority for nineteen (19) years and has held the positions of Maintenance Manager and Deputy Director prior to being named as Executive Director.



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person