

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 Special Meeting
Thursday, June 7, 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 May 10, 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.

4. Resolution to grant Deputy Director Antonio Teixeira check signing privileges on all Bank Accounts

HUD-9014

(11-68)

The following resolution was introduced by Acting Chair Person Barbara Chapman at the Board of Commissioners Meeting on June 7, 2012.

Resolution to grant Deputy Director Antonio Teixeira check signing privileges on all bank accounts.

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 O’Barton and the vote was 3 ayes 0 nays. Upon roll call the “Ayes” and “Nays” were as follows:

AYES

NAYS

Commissioner George St. Amour
Commissioner Renee O’Barton
Acting Chair Person Barbara Chapman

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5. 10-Minute Audience Participation – Mr. Teixeira was asked about a faucet not being turned on. His reply was that faucets are turned off in the winter and it’s possible this faucet had not been turned back on. He would look into it.

He was also asked if the black construction material would be removed on the back fence. He said it would be removed.

There was a comment by a tenant of people walking their dogs on the parkway. They were told to report it to the police.

6. Maintenance Committee Report – Everything looked good at 277 Water Street. Mulch added to trees and all garden areas. Garden has been planted and everything looks orderly. At Auburn Street there is a fallen tree that still needs to be picked up and two gas grills on the rear decks.

At Linden Fields there is touch up paint that needs to be done on the garage. Mr. Teixeira also pointed out new camera angles that have been effective.

7. Deputy Director maintenance Report – Mr. Teixeira reported that the second floor will have kitchen renovations beginning in the next thirty (30) days. There are five (5) sets of kitchen cabinets that will be installed.

The laundry equipment has been installed and the residents have done a great job following instructions and everyone appears to be happy with the new machines. The new washers are lower to the ground and it is making it difficult for some tenants to load and unload the machines. There are pedestals for the washers and Mr. Teixeira will schedule to have them installed.

The Maintenance Department has been landscaping putting mulch around the building and flower beds and trees.

Mr. Teixeira asked Commissioner O’Barton to speak regarding the town sewer project as she had asked Mr. Dean at the last Selectman’s meeting regarding this project. Mr. Dean replied that they are at a stand still whether to relocate the project or move forward or not. If the money is not spent by October the town will lose 50% of the grant money. The talks with Unitil have not been productive. It does not sound like anything will happen in the next month or two.

Commissioner O’Barton asked if all of the tenants were informed of the new laundry detergent. Mr. Teixeira replied that it was working very well. We have not had any problems. The instructions are printed on the wall above the machines and on the machines themselves.

3. Bid Opening for Refrigerators – The following bids were received and opened:

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|-----------------------------|-------------|
| 1. State Street Discount | \$30,270.00 |
| 2. Baron’s – Manchester, NH | \$28,180.00 |
| 3. General Electric | \$23,893.00 |

Mr. Teixeira requested authorization from the Board to spend up to \$25,200 as EHA has budgeted this amount for this expenditure so that we could purchase as many machines as possible. All Public Housing family unit refrigerators will be replaced and thirty-eight (38) machines will be replaced at Water Street. Commissioner O'Barton authorized the Exeter Housing Authority to spend up to \$25,200 to purchase refrigerators from General Electric. The refrigerators are sixteen (16) years old and the ones with the most complaints will be replaced first. Further grant money will be available in December from Unifil and we will be able to complete the refrigerator replacements.

8. Executive Director Financial Report – This month we are \$51,007 in the black. We are cutting back on our vouchers. Margaret has done a very good job on this. Everything else looks good.

Mr. Teixeira was asked how the search for a new person was going. He replied that it has been narrowed down to three (3) candidates who are filling out applications. We have received two (2) applications and are waiting for the third. We have requested authorizations to do background checks and driving records.

Mr. Sherman recommended not having a meeting in July.

As there was no further business Acting Chair Person Chapman adjourned the meeting at 1:45 p. m.

Respectfully submitted,



Vernon R. Sherman
Executive Director



Barbara Chapman
Acting Chair Person