

**Housing Authority
of the
Town of Exeter
277 Water Street
Exeter, NH 03833-1719
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**M I N U T E S
Board of Commissioners
Thursday, November 1, 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
Commissioner	George St. Amour
Consultant	Vernon Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple

Absent: Commissioner George Bragg

2. Approval of Minutes of Meeting of October 4, 2012 – Commissioner Allen asked to have two (2) points of clarification added to the minutes of October 4, 2012. On speaking about the sewer interceptor project he asked that the names of the companies be included of the various people that were involved with this project. In the future anyone who might be reading these minutes would have complete information. Number 4 after Mr. Bob Daigle who is Project Manager from Underwood Engineering and number 6 Mr. Bob Daigle Project Manager from Underwood Engineering and Mr. Herb Smith, Project Superintendent from Jamco.

Before approving these minutes Commissioner O'Barton commented that the Board had not approved the minutes of the June 7, 2012 meeting because Commissioner St. Amour was not present. As there will not be a meeting in December the approval of the June 7, 2012 minutes will be taken up at the January 3, 2013 meeting.

Commissioner O'Barton made the motion to approve the minutes of October 4, 2012, Commissioner Allen seconded the motion and the minutes were accepted 4 ayes 0 nays.

3. Sewer Interceptor Project (update) – Mr. Bob Daigle, Project Manager from Underwood Engineering was not present at the meeting so Mr. Teixeira provided the update on this Project. Most of the work that was scheduled to be done this fall has been completed. The work that remains is the concrete walkway in the front of the building which was not done properly and will have to be removed and redone. Mr. Teixeira felt that the contractor would be in to tear it out tomorrow and pour a new walkway some time next week. He also noted that he had just received an email from Mr. Daigle stating that the lining of the two pipes would be completed next week. This would probably put the walkway work on hold.

Commissioner Chapman asked if the pipe lining work would be done from both ends of the pipe, the front and back of the building. Mr. Teixeira felt that this would be the case. Commissioner Chapman asked if the work would be done during the day. Mr. Teixeira responded that the Water and Sewer Department felt there might be a problem with the flows if the work is done during the day; however, Eastern Pipe the Company doing this work does not appear to share the same concern so at it stands today the work will be completed during the day.

The irrigation system is about ninety-five percent (95%) complete. They are restoring and blowing out the system for the season Mr. Marzinzik responded. The company that is doing this work is Yankee Clipper.

Mr. Sherman asked when they would be seeding the lawn. Mr. Teixeira responded that they would be hydro seeding this fall.

4 – Maintenance Supervisors Report –

- 5 New Kitchens have been delivered to 277 Water Street and will be installed through the winter months.
- Apartment 231 is vacant and we are in the process of getting it ready and installing a new kitchen. It will be painted next week and turned over by the end of the week.
- Touch up painting has been done in the common areas at 277 Water Street and will continue throughout the winter months.
- The next phase of the Portsmouth Avenue landscape improvements will begin in the next few weeks. This will consist of grinding the existing stumps in the front of the property and removing shrubs in the front of the building and on the Auburn Street side of the building. We have installed some granite posts next to the driveway to protect the new grass. We will be removing some stumps from the front and adding some bark mulch.
- The properties have been assessed following Hurricane Sandy and no damage was found other than some leaf and tree branch clean up.

- Ken Murray, Maintenance man stayed all night at 277 Water Street during Hurricane Sandy. It was much appreciated. Ken did a great job and Mark Eagan did a great job getting power to the residents who needed back-up oxygen.

Commissioner O'Barton asked what the criteria was as to who would receive a new kitchen next. Mr. Marzinik replied that there is a list and we go in order. Mr. Marzinik felt they would have them all complete by spring.

5. Maintenance Committee Report – Commissioner Chapman reported that a Maintenance Committee meeting was held on October 30, 2012. Mr. Marzinik provided a list of projects that had been recently completed and projects that are scheduled to be done in the coming months such as the sewer work, new refrigerators which are scheduled for the first of the year and new kitchens. Projects that Mr. Marzinik would like to complete are installing a floor in the shed and finish the landscaping in front of the building. The Committee toured Portsmouth Avenue, Auburn Street and Linden Fields. The grounds and garages are in great shape and fortunately there was no damage to any of the properties from Hurricane Sandy.

6. Limited Access and Barring Policy (draft) – Each Board member received a draft copy of the Barring Policy. Mr. Teixeira reported that this is a Policy that the Portsmouth Housing Authority has in place and the purpose is to limit access and use of Exeter Housing Authority property to its residents and their guests, employees of the Exeter Housing Authority and their guests and other persons having legitimate business on the property. We have had problems with kids loitering, vandalizing, and littering on EHA property and this Policy lays out the ground rules as to how we would deal with them. The goal is to put it out for public comment for forty-five (45) days and adopt it at our January 3 meeting.

Commissioner Chapman thought this was an excellent idea. Mr. Teixeira mentioned that we have barred people in the past but this sets the ground rules as to how we will proceed. Mr. Sherman mentioned that we should post this Policy on the town web site and Commissioner O'Barton said we should include Chief Kane and our tenants.

Commissioner O'Barton commented on Section 4, item 4.2 **All persons who commit the following acts on or within 1,000 feet of Exeter Housing Authority property, whether or not they are included in the categories set forth in Section 3, above:** She did not know if this could be enforceable. She also commented on Section 7 second line down whereas Exeter is called the **City of Exeter** and it should be the town of Exeter.

7, 10-Minute Audience Participation – A tenant mentioned how much she appreciated our Maintenance person, Ken Murray staying overnight at 277 Water Street the night of the hurricane.

A tenant commented and wanted to thank Mark Eagan, Maintenance man who made sure she was all set with her oxygen the night of the storm.

A tenant asked if the parking lines would be restriped in the parking lots. Mr. Teixeira replied that temporary lines have been painted in the north lot. The contractor will be back in the spring to overlay the entire north and main lots and at that time will paint a permanent line stripe and parking space numbers. We have money budgeted in our CIP to overlay the south lot and are planning to do this work in conjunction with the other parking lots.

A tenant thanked Mr. Donald Clement for commenting at a Selectmen's meeting that the residents at 277 Water Street had not complained and were very cooperative during the sewer interceptor project.

8. Executive Director's Report – Mr. Teixeira spoke on the Sequestration Transparency Act and the potential impact on our agency if these cuts came to pass. Mr. Sherman added that if these Section 8 cuts were made it would effect 17-20 vouchers and we would have to eliminate some people from the Program. Mr. Teixeira wanted the Board aware of this Act which was signed into law in August of 2012 and we would keep a close eye on it and keep the Board informed.

Year-end Financial Report (preliminary)

Public Housing is showing a surplus of \$65,013.

HCV (section 8) is showing a deficit of \$104,944 however, this amount doesn't reflect the Net Restricted Asset (NRA) of \$88,000 that was mandated for off-set in FY2012. The actual amount is around \$17,000.

Mr. Teixeira commented that Mr. Sherman and Margaret have done an amazing job balancing all those vouchers and Mr. Sherman added \$7,000 represents two (2) vouchers for the whole year out of our 169 vouchers.

Our occupancy rate on Public Housing last year was 99.3 and on Section 8 it was 98.3 which is excellent.

Independent Financial Audit of EHA FY 2012

Otis Atwell will be here on November 8th and 9th to begin the independent financial audit of the Exeter Housing Authority for FY 2012. They are scheduled to spend two (2) days on-site next week and return the week of December 10th to finish up. Once complete they will provide the EHA with a full report that will then be forwarded to Board members.


Hurricane Sandy

We are happy to report that other than a couple of minor leaks, no damage was caused to EHA property by Hurricane Sandy. We had one of the Maintenance men spend Monday night in the building to allow for a quick response to any emergencies. I know the residents slept better knowing that they were not alone. Mr. Teixeira wanted to acknowledge Ken for going beyond the call of duty and spending the night and knowing that it would make all the folks at 277 Water Street feel better.

Acting Chair Person Chapman adjourned the meeting to go into Non-Public Session per NH RSA91-A: 3II (a) to discuss **Proposed employee salary increases** at 1:38 p. m. Commissioner Allen made a motion to go into non-public session per NH RSA91-A: 3II (a) and it was seconded by Commissioner O'Barton. Acting Chair Person Chapman made a motion to come out of non-public session, seconded by Commissioner O'Barton. The Board of Commissioners approved pay raises for employees totaling \$4,522.00. As there was no further business Acting Chair Person Barbara Chapman adjourned the meeting.

Respectfully Submitted,

Antonio Teixeira
Executive Director


Barbara Chapman
Acting Chair Person