

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
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**M I N U T E S
Board of Commissioners
Friday, August 5, 2016 3:15 PM
Community Room, 277 Water Street
Exeter, NH 03833**

Item #1. Roll Call – The roll call was taken. Present at the meeting were:

Chair Person	Renee O’Barton
Commissioner	Boyd Allen
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Vice Chair Person	Barbara Chapman
Commissioner	Vern Sherman

Item #2. Approval of the Minutes of the June 10, 2016 Meeting

Commissioner Allen made a motion, seconded by Commissioner Gjettum to accept the minutes as submitted which were approved with a vote of 3 ayes and 0 nays.

Item #3. Low Income Housing Tax Credit (LIHTC) Project Update

Executive Director Teixeira explained that the Exeter Housing Authority was forced to put the project on hold when the results of the appraisal on the property that we are looking to purchase did not meet with the owner’s approval. The appraisal which was ordered by New Hampshire Housing and Finance placed the value of the property at \$209,000. The property owner is disputing this amount and has decided to order his own appraisal. It was decided it was best to put the project on hold until the issue is resolved. Unfortunately the delay will prevent us from submitting a LIHTC application this year. Once the appraisal has been completed we can compare the two appraisals and hopefully reach an agreement. Commissioner Allen inquired if the Exeter Housing Authority had a ballpark figure in mind when the agreement was negotiated. Executive Director Teixeira explained that the appraisal is actually ordered by New Hampshire Housing and that we could have ordered two initially, however funds were limited at that time and that he is

hopeful that an agreement can still be made once the property owner's appraisal is complete.

Item #4. Paving Project at Auburn Street and Linden Fields

Executive Director Teixeira noted that the paving project is currently out to public bid with the bid closing date set for Friday August 19, 2016. The scope of work at Auburn Street Apartments consists of the complete demo of the existing parking lot and installing a new base and asphalt surface. The parking area will be restriped and renumbered once the asphalt has had time to cure. The scope will also include replacing the existing precast concrete steps that provides access to the individual apartments. The scope of work at Linden Fields will consist of complete demo of a section of the driveway at the entrance of the property and installing a new base and asphalt surface. Executive Director Teixeira anticipates the project being completed this fall and it will be funded out of the 2016 Capital Grant.

Item #5. Public Housing Managers Report

Public Housing Manager Birch reported that following the eviction of a tenant at 18 Auburn Street, the 2 bedroom unit was leased last month on July 1st. Three vacancies at the Water Street property were all leased this week on August 1st. One unit received a new kitchen and carpeting. Public Housing Manager Birch noted that she was happy to report that we are at capacity and do not have any vacancies at this time.

Public Housing Manager Birch noted that all common areas of the Water Street carpeting was cleaned on July 26th including the couches in the community room.

Public Housing Manager Birch reported that maintenance has also been busy with work orders and landscape work with the help of an outside contracted worker and some part-time temporary employees. Executive Director Teixeira noted that our full time employee Peter Sanborn had been doing a great job.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and noted that the program seems to be on target.

July Unit Totals and Figures:

July	171 Units	\$100,777	Hap (excluding Port In)
	2 Ports	456	Utility Reimbursement
Total	169 Units	\$101,233	Total HAP

Item #7. Ten Minute Audience Participation

Water Street resident Mary Dupre inquired about the rate increase on the washing machines by a quarter without notification. Executive Director Teixeira noted that he has been in touch with the company and they have agreed to reprogram the machines to their former rate and that an increase may be discussed at contract renewal time in January and allow for tenant notification. Resident Dupre expressed that it was appreciated.

Water Street resident Zoe Covert commented on how nice the maintenance staff looks in the new Exeter Housing Authority Staff t-shirts.

Item #8. Executive Directors Report
Waterline Break at 277 Water Street

Executive Director Teixeira reported that the Water Street property experienced a significant water line break that was detected and repaired last month. The break occurred on a four inch waterline that supplies water to the stand by pipes which are available to the fire department in the event of a fire. The break was located under the building and involved cutting through nearly twenty inches of concrete flooring in the maintenance shop and excavating a large section of the driveway in the rear of the building.

Executive Director Teixeira further explained that the cause of the break was determined to be a weld joint that experienced corrosion. A claim was filed with the insurance carrier however the claim was denied as the coverage did not cover pipe failure due to corrosion. The repair totaled just over \$20,000 and was funded out of the 2015 Capital Grant.

Executive Director Teixeira commended the Town of Exeter Public Works Department and employees for their assistance with the use of the Vac Truck. Commissioner Allen inquired if the newly installed pipe was submerged in the water and Executive Director Teixeira explained that the pipe had been raised up.

Maintenance Supervisor Vacancy

Executive Director Teixeira reported that the search for a Maintenance Supervisor had been narrowed down to two great candidates and that an offer was made and accepted earlier in the day to the candidate which was thought to be the best fit for the Exeter Housing Authority. Executive Director Teixeira noted that he hopes to have the new employee on board within the next few weeks. Commissioner Allen inquired if the new hire was a local resident and Executive Director Teixeira noted that he was.

Tri-State Conference

Executive Director Teixeira noted that the Tri-State conference will be held at Church Landing at Mills Falls in Meredith New Hampshire September 11th through September 14th. Currently two staff members and one Commissioner are registered for the

conference. Executive Director Teixeira noted that if other Commissioners were still interested that they could still register.

Financial

Executive Director Teixeira reported that both programs look great through nine months and expects this to continue through the end of the fiscal year. He noted that we are approaching the budget season and will soon begin preparing the operating budget for FY2017 which will be presented at the meeting next month.

End of the Summer Cook-Out

Executive Director Teixeira stated that the cook-out is scheduled for Friday August 19th at 12:00pm and that he has extended the invitation to the Public Works employees who were so helpful with the water line break.

Chair Person O'Barton adjourned the meeting at 3:35 PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person