

Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
(603)778-8110
FAX: (603)772-6433

M I N U T E S
Board of Commissioners
Friday, September 2, 2016 1:00 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	Vern Sherman
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Vice Chair Person	Barbara Chapman
Commissioner	Pam Gjettum

Item #2. Approval of the Minutes of the August 5, 2016 Meeting

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

Item #3. Presentation of Pump Station Improvements – Wright-Pierce Engineering

Executive Director Teixeira explained that the Town of Exeter has plans to make major improvements to the Pump Station and sewer line that will impact the 277 Water Street property. Executive Director Teixeira introduced Andrew Morrill and Edward Leonard, Project Engineers of the Wright-Pierce Engineering Firm. Also in attendance were Mike Jeffers and Matt Berube of the Exeter Water Department. Lead Project Engineer Morrill reported that the EPA is now requiring treatment for nitrogen and noted that this project is expected to encompass a two year time span beginning in March 2017 to 2019 with the actual construction period lasting approximately one year. The project would include the removal and replacement of the current pump station building and two new forced mains which transports from the Squamscott River to the Great Bay. The proposed pipe route would avoid damaging the trees along the Swasey Parkway. Two access ways would be created on either side of the pump station with one remaining permanent with pavers.

Lead Project Engineer Morrill explained the concerns and area that would be affected on the 277 Water Street property. A fence would first be constructed around the site. Unitil would be installing new electrical service along the grass area of the south parking lot. He noted that soil contamination is a concern as this site is the former home to a gas plant and that the project will include an area for contaminated soil to be closely monitored and dealt with on site. The forced main portion of the project is expected to be in construction in the fall of next year with the reconstruction of the pump station in the spring. The pump station design will match the 277 Water Street brick and fencing and will have a pitched roof as opposed to the existing flat roof. Chair Person O'Barton inquired how large the building would be and Lead Project Engineer Morrill noted that it would be approximately 20% smaller than the existing structure. He further explained that the project would essentially have temporary pumps in place while the construction is in progress. Executive Director Teixeira inquired if the pumps would be loud and Lead Project Engineer Morrill explained that they were not very loud and that dewatering of the site would take place first. Commissioner Allen inquired if the dewatering would be 24/7 or only during work hours. Lead Project Engineer Morrill reported that there will be a run off level at which the pump would kick on and that several factors including river tides would effect this. He explained that the project would progress by first installing the construction fence, dewatering of the site, construction, building and installation of equipment and pumps. Project Engineer Edward Leonard noted that two separate construction contracts would be in place and that fences may be removed between steps if time allows. Chair Person O'Barton asked if construction vehicles would be using the 277 Water Street property for access. Executive Director Teixeira explained that daily access would be on the Swasey Parkway access points however roll offs and frac tanks and a couple of major excavation days would require access through the property. Commissioner Allen asked if vapors were a concern and Lead Project Engineer Morrill noted that this would be monitored by AECOM. Executive Director Teixeira reported that approximately 10 parking spaces in the north lot would be affected and is very much a concern for the Exeter Housing Authority. Project Engineer Edward Leonard noted that the property owners can set some parameters and hopefully contain the parking issue to a small time frame and that a shuttle to a parking area may be a possibility. Section 8 Manager Dooling inquired how the pipes were bypassed and Commissioner Allen asked if the pumps would be covered. Lead Project Engineer Morrill explained the process of placing temporary pipes around the building and that noise would be minimized as they would not be using a generator. Executive Director Teixeira noted that the new wet well hatches and new building would likely contain the odor better than the existing building. He noted that with the exception of a couple of elements that would have to be done during evening hours that the majority of the construction would take place during working hours. Project Engineer Edward Leonard stated that they are hoping to obtain the construction easement by the end of the year. Commissioner Allen noted that if anything required board approval that the board typically does not meet in December and inquired if early January were sufficient to which Project Engineer Edward Leonard stated that it would be.

Item #4. Low Income Housing Tax Credit (LIHTC) Project Update

Executive Director Teixeira reported that at this time that the project is unlikely going to move forward. The owner of the property that we are looking to purchase has decided against obtaining his own appraisal and has instead elected to put the property on the market. He stated that he would prefer to sell the property to the EHA but, that he didn't want to incur the cost of an appraisal. He has been advised that we could not offer him more than what our appraisal came in at without having a second appraisal done. The property owner's realtor had called to state that property was about to go on the market for \$290,000 and wanted to know if we were still interested in the property. It was explained to him that we are interested however, a second appraisal would need to be completed.

Item #5. Award Paving Project at Linden Fields and Auburn Street

Executive Director Teixeira reported that the sealed bids were opened on Friday, August 26th with two contractors responding to our solicitation as follows:

Advanced Excavating & Paving Allentown NH.	\$88,395
---	----------

Durell Paving Dover NH.	\$63,500
----------------------------	----------

Executive Director Teixeira reported that the Exeter Housing Authority had requested the lower bidder, Durell Paving, to revisit the specification to determine if any modifications could be made to bring the project cost closer in-line with the Exeter Housing Authority budget. After reviewing the specifications the contractor made the following recommendations:

1. Reduce the gravel base from 18" to 12".
2. Reduce the depth of the asphalt from 3-1/2" to 3".
3. Eliminate the geotextile fabric.
4. Install wrought iron railings in place of pipe railings.

The proposed recommendations would reduce the cost of the project by \$14,000 bringing the revised contract number to \$49,500.

Commissioners made a motion to award the contract to Durell Paving at \$49,500 with potential additional modifications at approximately \$2,000 with a vote of 3 ayes and 0 nays.

Item #6. Approval of Operating Budget for FY2017

Executive Director Teixeira presented the Operating Budget for FY2017 by reviewing each line item and noting that there were a couple areas to be discussed with the fee accountant. He noted that the upcoming water utility increase would have major effect in

2017 and that reserves may have to be used to address this issue. Overall the budget is similar to that of 2016. Commissioner Allen inquired about the legal expense line item and Executive Director Teixeira noted that it is mainly for evictions. Commissioner Allen made a motion to approve the budget as presented and Chair Person O'Barton read and signed the following resolution to approve the Operating Budget for FY2017.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PHI-REAC)

OMB No. 2577-0026
(exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 530(j)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Exeter Housing Authority PHA Code: NH014

PHA Fiscal Year Beginning: October 1, 2016 Board Resolution Number: 08-2016

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | <u>DATE</u> |
|---|-------------------|
| <input checked="" type="checkbox"/> Operating Budget approved by Board resolution on: | <u>09/02/2016</u> |
| <input type="checkbox"/> Operating Budget submitted to HUD, if applicable, on: | _____ |
| <input type="checkbox"/> Operating Budget-revision approved by Board resolution on: | _____ |
| <input type="checkbox"/> Operating Budget revision submitted to HUD, if applicable, on: | _____ |

I certify on behalf of the above-named PHA that:

- All statutory and regulatory requirements have been met;
- The PHA has sufficient operating reserves to meet the working capital needs of its developments;
- Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
- The budget indicates a source of funds adequate to cover all proposed expenditures;
- The PHA will comply with the wage-rate requirement under 24 CFR 968.110(c) and (f); and
- The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Renee O'Barton	Signature: <i>Renee O'Barton</i>	Date: 09/02/2016
---	-------------------------------------	---------------------

The resolution was approved with a vote of 3 ayes and 0 nays.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures:

August Unit Totals and Figures:

August	171 Units	\$100,803	Hap (excluding Port In)
	2 Ports	588	Utility Reimbursement
Total	169 Units	\$101,391	Total HAP

Section 8 Manager Dooling noted that utilization is at 99.6% and that she and Executive Director Teixeira are reviewing the final FY 2017 FMRs figures out by HUD in order to set new Payment Standards for 2016-2017. Commissioner Sherman inquired if it were at 100% and Section 8 Manager Dooling noted it was at 107% and that the saturated market, water increase and budget are factors they are conscious of. She noted that she has been able to stay on target partly due to the good relationship with existing landlords.

Item #8. Public Housing Managers Report

Public Housing Manager Birch reported that following the full capacity report of last month we now have three upcoming vacancies here at Water Street. One of the vacancies will provide the opportunity to fulfill a Reasonable Accommodation Request by transferring a tenant to the first floor which will be leased on September 23rd. The third floor unit is expected to be leased on October 1st. Two additional Water Street units will be vacant effective September 30th and one of the units will receive a new kitchen. We also have a four bedroom unit at the Linden Fields property which is now vacant and expected to be leased on October 1st.

Public Housing Manager Birch also noted that the Maintenance Department has been busy with work orders and completing landscaping projects at all the properties. The upcoming vacancies will add to their workload.

Item #9. Ten Minute Audience Participation

277 Water Street Resident expressed concern over strangers in the building who do not appear to be visiting anyone in particular. Public Housing Manager Birch noted that there is a note posted asking tenants to only allow entry to their own guests after hours and if there was a concern during business hours to report it to the office. Another tenant inquired if the slider windows of the community room would be washed by the upcoming

window washer contracted by the Tenant's Council. Executive Director Teixeira explained that they would not but that maintenance could take care of that.

Item #10. Executive Directors Report

Maintenance Supervisors Position:

Executive Director Teixeira reported that the Maintenance Supervisor position has been filled. The Exeter Housing Authority has hired Courtney Harding-Smith to manage our Maintenance Department and he is scheduled to start next Tuesday. Courtney who prefers to be called CJ comes to us with a great deal of property management experience. He has spent the last four years working for Preservation Management as a Maintenance Technician for a 320 unit family development and he also served as their Safety Training Administrator. CJ is also familiar with the HUD inspection protocol (REAC) which will be a great help with future HUD inspections.

Resident Commissioner Vacancy:

Executive Director Teixeira noted that we recently learned that Barbara Chapman, Vice Chair Person of the Board will not be returning to her home. Barbara has served as Resident Commissioner for many years and she will truly be missed. 277 Water Street resident asked what exactly the role of Resident Commissioner would entail. Executive Director Teixeira explained that it is essentially the voice of the residents and that the individual would be required to attend the monthly board meeting. Chair Person O'Barton noted that there is not much behind the scenes and that the majority the work takes place at the meeting.

Employee Evaluations:


Executive Director Teixeira reported that employees will undergo performance evaluations during the month of September and anticipates having them ready for board review during the week of September 26th.

Budget Report:

Executive Director Teixeira explained that both programs continue to look very good through ten months. Both programs are expected to produce a surplus.

Chair Person O'Barton adjourned the meeting at 2:20 PM.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person