

**Exeter Housing Authority
Board of Commissioners Meeting
May 5, 2017 3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the April 7, 2017 Meeting
3. Approval of Addendum to Smoke-Free Policy
4. Adopt Emergency Transfer Plan under the Violence Against Women's Act (VAWA)
5. Adopt Agency Plan FY 2017
6. Award Contract for Heat Conversion at 11-13 Portsmouth Ave. Apartments
7. Award Contract for the installation of Photovoltaic Panels at Auburn Street and Linden Fields Apartments
8. Award Contract for Electrical/Lighting Improvements at Linden Fields and Squamscott View Apartments
9. Maintenance Supervisors Report
10. Section Eight Managers Report
11. Ten Minute Audience Participation
12. Executive Directors Report
13. Adjournment

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, May 5, 2017 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
Co Vice-Chair Person	Vernon Sherman
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Maintenance Supervisor	C.J. Harding-Smith

Absent:

Section 8 Manager	Margaret Dooling
Co Vice-Chair Person	Boyd Allen

Item #2. Approval of the Minutes of the April 7, 2017 Meeting

Commissioner Gjettum made a motion to approve the minutes, seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Approval of Addendum to Smoke-Free Policy:

Executive Director Teixeira reported that the addendum to the Smoke-Free Policy will now prohibit the use of tobacco products in all public housing living units, interior common areas and outdoor areas within 25 feet of all EHA owned buildings and playgrounds. The EHA has complied with tenant notification requirements and has provided residents the opportunity to participate in developing the policy change. Executive Director Teixeira noted that it would mainly be impacting the family units as the Water Street property has been non-smoking for a number of years. Commissioner Gjettum inquired how it would be enforced and Public Housing Manager Birch noted that we may receive reports from adjacent tenants of violations that would require further investigation. Executive Director Teixeira explained that new signs have been ordered and that temporary ones are currently in place. Maintenance Supervisor Harding-Smith

reported that the signs would be in by next Friday. Commissioner Gjettum made a motion to adopt the addendum, seconded by Commissioner Matick and the addendum was adopted with a vote of 4 ayes and 0 nays.

Item #4. Adopt Emergency Transfer Plan under the Violence Against Women’s Act (VAWA):

Executive Director Teixeira explained that The Emergency Transfer Plan provides expanded protection under VAWA by allowing victims of domestic violence, dating violence, sexual assault, or stalking to request an emergency transfer to another safe unit if they fear for their life and safety. Commissioner Gjettum noted that within the EHA’s family housing units that this would seem to be of little assistance to folks to be in such close proximity to an abusive situation. Executive Director Teixeira noted that he hopes that all the Housing Authorities in the seacoast would work together to accommodate such a situation and that the amendment also includes the Section 8 Program. Commissioner Gjettum made a motion to adopt the Emergency Transfer Plan, seconded by Commissioner Matick and the plan was adopted with a vote of 4 ayes and 0 nays.

Item #5. Adopt Annual Plan FY2017:

Executive Director Teixeira reported that a couple changes have been made to the proposed Annual Plan for FY 2017. The carpet project proved to be more expensive than anticipated, therefore the bathroom renovation project has been put on hold. A new computer was also recommended and incorporated as well. He also noted that the EHA held a required public hearing on April 26th with approximately 25 residents in attendance. The hearing provided an opportunity to share the plan elements with the residents and to answer any questions. Chair Person O’Barton inquired how much more the carpet would cost and Executive Director Teixeira replied that the cost was around \$9,000 additional. Co Vice-Chair Person Sherman made a motion to adopt the Annual Plan FY2017 with the proposed changes, seconded by Commissioner Matick and the Plan was approved with a vote of 4 ayes and 0 nays.

Item #6. Award Contract for Heat Conversion at 11-13 Portsmouth Ave. Apartments:

Executive Director Teixeira reported that sealed bids were opened on April 28th with three contractors responding to the EHA solicitation as follows:

David Ruocco Electrical, Plumbing, and Heating.	\$48,144
Glover Plumbing and Heating.	\$62,950
Moose Harte’s Heating and Air Conditioning.	\$68,970

Executive Director Teixeira recommended that the contract be awarded to David Ruocco Electrical, Plumbing, and Heating based on submitting the lowest responsible bid. The Project will be funded with Community Development Block Grant (CDBG) funds.

Chair Person O'Barton inquired if the units at Portsmouth Avenue were floor units for smooth transition and Executive Director Teixeira noted that they were. Commissioner Gjetnum noted concern over the large gap in price and Executive Director Teixeira noted that this was likely a result of David Rocco being able to complete much of the work himself as a licensed electrician, plumber and gas pipe fitter. Commissioner Gjetnum made a motion to award the contract as recommended, seconded by Co Vice-Chair Person Sherman. The motion was confirmed with a vote of 4 ayes and 0 nays.

Item #7. Award Contract for the Installation of Photovoltaic Panels at Auburn Street and Linden Fields Apartments:

Executive Director Teixeira reported that sealed bids were opened on April 28th with two contractors responding to the EHA solicitation as follows.

Revision Energy.	\$105,273
United Solar Associates	\$122,973

Executive Director Teixeira recommended that the contract be awarded to Revision Energy based on submitting the lowest responsible bid. The project will be funded with Community Development Block Grant (CDBG) funds. Co Vice-Chair Person Sherman inquired if the architect and engineer were familiar with this firm and Executive Director Teixeira noted that they were. He also mentioned that it is recommended that the shingles be replaced on the side of the roof that will house the solar panels. Commissioner Gjetnum inquired if this was included in the bid and Executive Director Teixeira noted it was not but that it would be considered a change order for the plan. Co Vice-Chair Person Sherman made a motion to award the contract as recommended, seconded by Commissioner Matick and was approved with a vote of 4 ayes and 0 nays.

Item #8. Award Contract for Electrical/Lighting Improvements at Linden Fields and Squamscott View Apartments:

Executive Director Teixeira reported that sealed bids were opened on April 28th with three contractors responding to the EHA solicitation as follows:

LED Conversions.		
Base Bid \$34,294	Less Rebate \$17,175	Adjusted Bid \$17,119
LighTec.		
Base Bid \$33,697	Less Rebate \$4,560	Adjusted Bid \$29,137
ReVision.		
Base Bid \$45,527	Less Rebate \$8,875	Adjusted Bid \$36,652

Executive Director Teixeira recommended that the contract be awarded to LED Conversions based on submitting the lowest responsible adjusted bid. The project will be funded with Community Development Block Grant (CDBG) funds.

Chair Person O'Barton noted the discrepancies in the rebates and Executive Director Teixeira explained that it comes down to the aggressiveness of the contractors to obtain the rebates. Commissioner Gjettum noted that they appeared to know how to squeeze a penny. Co Vice-Chair Person Sherman made a motion to award the contract, seconded by Commissioner Gjettum and the award was made with a vote of 4 ayes and 0 nays.

Executive Director Teixeira also reported that bids were also opened for windows at Linden Fields, however this project would only be supported if there are excess funds from the CDBG grant.

Item #9. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that during the month of April there was no scheduled move-ins or unit turns which gave maintenance an opportunity to prepare for spring cleanup. Winter damages and debris pick up is still being performed alongside the necessary clean-up of our Water Street gazebo.

Maintenance Supervisor Harding-Smith also noted that a 1000 gallon water holding tank was recently removed from our boiler room at Water Street. This allows more usable space and access to other areas of this room. Commissioner Gjettum inquired what this supplied water to and Executive Director Teixeira explained that it was a holding tank from former solar panels which was decommissioned a number of years ago and that we were finally removing the tank.

Item #10. Section Eight Managers Report

Public Housing Manager Birch reported the following figures on behalf of Section 8 Manager Dooling.

April Unit Totals and Figures:

April:	167 Units	\$100,354	Hap (excluding Port In)
	2 Ports		197 Utility Reimbursement
Total	165 Units	\$100,551	Total HAP

Item #11. Ten Minute Audience Participation

A 277 Water Street resident inquired if the washing machines had hot water and Executive Director Teixeira noted that they did. Another tenant asked if the ashtray at the entrance had been removed and Executive Director Teixeira reported that it was removed. One of the residents wondered if no-smoking signs were in the entryway and Maintenance Supervisor Harding-Smith stated that there was.

A Water Street resident thanked the maintenance staff for their prompt attention to her ant problem.

A Water Street resident asked about an update on the construction project. Executive Director Teixeira noted that this is covered in the Executive Directors Report however he would be happy to discuss it now. He reported that the Access Agreement has been signed with the following three changes: 1. The cut in the north parking lot would be a rectangular one. 2. The lawn would be hydro seeded rather than planted. 3. Signage would be posted at parking lot entrances announcing that construction vehicles

are not permitted. Executive Director Teixeira reported that it was anticipated that the 2 sewer lines would be installed by fall. A resident asked if he had a start date and Executive Director Teixeira noted he did not. Another resident inquired about the hours of construction. Executive Director Teixeira explained that it would be discussed and that typically contractors like to start early and conclude by 3 or 4 in the afternoon. Another tenant asked if noisy generators would be uses and Executive Director Teixeira noted they would not.

Item #12. Executive Directors Report

Fiscal Year (FY) 2017 Spending Bill:

Executive Director Teixeira reported that Congress reached a deal over the past weekend on funding the government for the remainder of the fiscal year. The fiscal year (FY) 2017 appropriations bill has passed and the long awaited appropriations bill includes modest increases to many housing programs. The FY 2017 Transportation, Housing and Urban Development (THUD) Appropriation Bill appropriates \$38.82 billion for HUD, a \$512.5 million increase over the FY16 enacted levels. Executive Director Teixeira expressed concern over the 2018 housing budget.

Temporary Construction Access Agreement for Main Pump Station and Forced Main Upgrades, Town of Exeter:

This issue was discussed during the ten minute audience participation.

Financial Report:

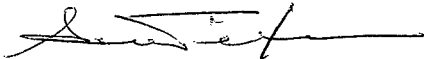
Executive Director Teixeira stated that we are at the midway point of our fiscal year and both programs continue to look very good.

First of two summer cookouts:

Executive Director Teixeira reported that the Tenant’s Council has announced that the first of two summer cookouts is scheduled for Friday, June 23rd at 12:00 P.M. and extended the invite to the Commissioners. Tenant Council President noted that the second cook-out would take place on Friday, August 18th, also at noon.

Chair Person O’Barton adjourned meeting at 3:50 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O’Barton
Chair Person