

**Exeter Housing Authority
Board of Commissioners Meeting
July 14, 2017 3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the June 2, 2017 Meeting
3. Acceptance of 2017 Capital Improvement Grant
(Board Resolution)
4. Award Contract for Heat Conversion at Linden Fields
Apartments (CDBG Funded)
5. Maintenance Supervisors Report
6. Section Eight Managers Report
7. Ten Minute Audience Participation
8. Executive Directors Report
9. Adjournment

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**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, July 14, 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
Co Vice-Chair Person	Boyd Allen
Commissioner	Margaret Matick
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	C.J. Harding-Smith

Absent:

Public Housing Manager	Jill Birch
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Item #2. Approval of the Minutes of the June 2, 2017 Meeting

Co Vice-Chair Person Sherman made a motion to approve the minutes, seconded by Commissioner Matick. Co Vice-Chair Person Allen abstained from the vote due to his absence from the June meeting and the minutes were approved with a vote of 4 ayes and 0 nays.

Item #3. Acceptance of 2017 Capital Improvement Grant (Board Resolution)

Executive Director Teixeira reported that we recently received word from the Department of Housing and Urban Development (HUD) informing us that the EHA will be receiving \$134,761 in capital improvement assistance for FY 2017. The amount is slightly more than we anticipated which requires making a revision to the 2017 capital improvement budget. The additional funds have been put into the carpeting and painting project and Executive Director Teixeira requested the board’s approval of the resolution. Co Vice-Chair Person Allen made a motion to accept the Capital Fund in the amount of \$134,761, seconded by Commissioner Gjettum and the resolution was approved with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Accept the 2017 Capital Assistance Grant in the Amount of \$134,761

The following resolution was introduced by Chairwoman O'Barton on July 14, 2017 and read in full and considered:

RESOLUTION NUMBER 07-2017

RESOLVED:

Be it resolved by the Board of Commissioners to accept the 2017 Capital Assistance Grant in the amount of \$134,761

AYES

NAYS

Boyd Allen Co- Vice Chair

Pam Gjettum Commissioner

Maggie Matick Commissioner

Vern Sherman Co-Vice Chair

Renee O'Barton Chair

Item #4. Award Contract for Heat Conversion at Linden Fields Apartments (CDBG Funded Project)

Executive Director Teixeira explained that the heat conversion project will involve converting the current electric baseboard heating to Air Source Heat Pumps which will provide both heating and air conditioning. Sealed bids were opened on Friday July 7, 2017 at 2:00pm with three contractors responding to our solicitation. They are as follows.

ReVision - Brentwood NH -- \$299, 045

Shift Energy - Biddeford, ME -- \$230,000 (also submitted bid alternate of \$187,050)

Denron Plumbing and HVAC – Manchester, NH -- \$415,939

Executive Director Teixeira recommended that the contract be awarded to Shift Energy based on qualification and submitting the lowest responsible bid. The alternative bid

option that was proposed by Shift Energy is still under evaluation. Commissioner Gjettem inquired if Executive Director Teixeira was familiar with the contractors and Executive Director Teixeira noted that a consultant that the Housing Authority uses was familiar with them. Co Vice-Chair Person Sherman made a motion to accept the bid from Shift Energy with the amount not to exceed the \$230,000 seconded by Commissioner Matick and the bid was approved with a vote of 5 ayes and 0 nays.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that maintenance had a very busy month of June. We had one unit turn at 210 Water Street with the move in that was scheduled for July 1st. The boiler conversion project at Portsmouth Ave, which consists of electric heat converted to forced hot water, has been started and is currently under construction. Five gas meters were newly installed and run to the boilers for the four apartments and the laundry room. The LED lighting upgrades have been completed at Water Street and Linden Fields both of which are funded under the CDBG. Maintenance has been rebuilding the irrigation at Water Street and that the garden now has an irrigation line with three heads that was rerouted to accommodate the tenant's needs and save money in the long run from water/sewer expense. In addition a new clock with an implemented rain sensor was installed to help with water loss during inclement weather.

Maintenance Supervisor Harding-Smith reported that two trees at Water Street were cut down by Unutil because of their deteriorating status and hazard to the new routing of power lines. In a couple weeks three of the last remaining kitchens will be upgraded with new cabinets and linoleum flooring. At the Linden fields and Auburn Street properties, new roofing is now complete to accommodate our solar panel installation project. Lastly, myself and another staff member of maintenance attended REAC training this week to learn more about inspection procedures.

Co Vice-Chair Person Allen inquired if the trees which were removed would be replaced. Maintenance Supervisor Harding-Smith noted that the need would have to be researched further but that they do intend to replace some in the future.

Item #6. Section Eight Managers Report

Section Eight Manager Dooling reported the following figures.

June Unit Totals and Figures:

June:	171 Units	\$102,977	Hap (excluding Port In)
	2 Ports	160	Utility Reimbursement
Total	169 Units	\$103,137	Total HAP

Co Vice-Chair Person Sherman inquired about the average and Section Eight Manager Dooling noted that it was 167.9. Co Vice-Chair-Person Allen inquired how deep the waiting list was and Section Eight Manager Dooling reported that for Exeter residents it was very short, however the waitlist consists of approximately 200 applicants. Executive Director Teixeira noted that the challenging part is finding apartments in this market.

Item #7. Ten Minute Audience Participation

A Water Street resident asked if anything could be done to resolve vehicles entering the front parking lot in the wrong direction and it was noted that signage or pavement markings would be considered. Another tenant reported that recently witnessed a vehicle driving through our back lawn. One tenant inquired when the carpeting in the lobby area would get underway and Executive Director Teixeira noted that he is hopeful that the project will begin in mid to late September. A Water Street resident inquired if it were possible to have a crosswalk in front of the building. Chair Person O'Barton noted that this would be a town issue and Co Vice-Chair Person Sherman reported that there was a temporary crosswalk in place years ago which proved to be hazardous as no vehicles seemed to stop. Another tenant asked if carpeting had been selected and if walls and doors would be painted. Executive Director Teixeira noted that the carpeting had not yet been selected and the project would include painting of the walls and doors in the lobby and community rooms, however the hallways of the first floor would only include carpeting.

Item #8. Executive Directors Report**Budget Report:**

Executive Director Teixeira noted that both programs look good thru nine months. The only concern at this time is the water and sewer line item where we are anticipating an increase of forty percent over last year. With the significant rate increase that went into effect in January, we are expected to exceed the amount we have budgeted. This is something that will eventually level out as it is picked up over time with the operating subsidy.

Coffee with a Cop:

Executive Director Teixeira was happy to report that on June 30th approximately 25 residents gathered in the community room with members of the Exeter Police Department. The gathering provided a great opportunity to meet in a stress free environment and talk openly about concerns and issues that residents are experiencing. The meeting lasted about an hour and was such a success that a second gathering is being considered sometime in the near future.

Status of Pump Station Upgrade:

Executive Director Teixeira noted that it now appears that work along the back of our property may begin this fall. This is the schedule that Wright-Pierce is aiming for but until a contractor is selected it's hard to nail down a definite schedule. Executive Director Teixeira outlined the following anticipated schedule in response to a tenant's inquiry of when the parking lot may be dug up.

- Bid opening is scheduled for July 17th.
- Contractor to mobilize in early October (set up fencing, remove trees, set up frac tank, construct entrances from Swasey Parkway.
- Start excavation in mid-October.
- Complete excavation in mid-November (at least across north parking lot)

- Install new paving in north parking lot in mid-November.

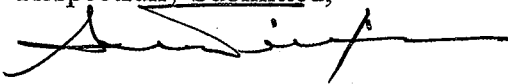
Tri-State Housing Conference (save the date):

Executive Director Teixeira announced that the 2017 Tri-State Housing Conference will be held in Freeport, Maine at the Harraseeket Inn. The conference will be held over a three day period beginning on September 11th and wrapping up on the 13th. The conference will feature policy experts from HUD and NAHRO, providing the latest updates in regional and national housing policy. Commissioners were given a copy of the agenda which provides more details and advised them to let us know if they were interested in attending as the registration deadline is August 10th. He also noted that Public Housing Manager Birch had been attending a Public Housing Management course in Dedham, MA this week and was likely taking the certification exam at this time.

Executive Director Teixeira also reminded everyone of the cookout on August 18, 2017 at noon.

Chair Person O'Barton advised that due to the Labor Day holiday the next meeting would be held on Friday, September 8, 2017. She then adjourned meeting at 3:45 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person