

00887

**Exeter Housing Authority
Board of Commissioners Meeting
September 8, 2017 3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the July 14, 2017 Meeting
3. Approval of Operating Budget FY 2018
4. Community Development Block Grant (CDBG) Project Update
5. Forced Main/Pump Station Improvements Update
6. Section Eight Managers Report
7. Maintenance Supervisors Report
8. Ten Minute Audience Participation
9. Executive Directors Report
10. Adjournment

**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 8, 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
Public Housing Manager	Jill Birch

Item #2. Approval of the Minutes of the July 14, 2017 Meeting

Co Vice-Chair Person Allen made a motion to approve the minutes with minor corrections, seconded by Commissioner Gjettum and the minutes were approved with a vote of 5 ayes and 0 nays.

Item #3. Approval of Operating Budget FY2018:

Executive Director Teixeira explained that it appears that we will begin another fiscal year without knowing for certain what the funding levels will be. Congress recently passed a continuing resolution that will fund the government through mid-December. Executive Director Teixeira requested approval of the operating budget as outlined with the expectation that it would likely be revised when final figures for the subsidy are revealed. Co Vice-Chair Person Allen inquired how the budget had not reflected the increase in water/sewer rates yet. Executive Director Teixeira noted that this would eventually catch up with us as there are additional bills coming which are not yet reflected in the budget. Chair Person O'Barton noted that it may offset with the savings in the electric category with the energy saving lighting improvements.

Co Vice-Chair Person Allen made a motion to approve the Operating Budget FY 2018, seconded by Commissioner Gjettum and was passed by resolution with a vote of 5 ayes and 0 nays as follows.

PHA Board Resolution
Approving Operating Budget

U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-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 6(c)(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, 2017 Board Resolution Number: _____

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>09/08/2017</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:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. 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: <u>Bence' O'Barton</u>	Signature: <u>Bence' O'Barton</u>	Date: <u>9/8/17</u>
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Item #4. Community Development Block Grant (CDBG) Project Update:

Executive Director Teixeira reported that the lighting retrofits at Water Street and Linden Fields have been completed and we are now beginning to see a reduction in energy consumption at both properties. The heat/hot water conversion from electric to natural gas at the Portsmouth Avenue building has also been completed and residents will soon begin seeing savings from the new high efficiency boiler system. Insulation was also added in the attic space and all the bathroom exhaust fans were replaced.

Executive Director Teixeira also noted that the roof shingle replacement has also been completed on the maintenance garage and Auburn Street buildings in preparation for the solar panel installation which is expected to get underway in early October. A structural examination of the roof trusses at the Auburn Street building revealed that additional support is required to carry the load of the solar panels and this work was completed this week.

Executive Director Teixeira explained that the heat conversion project at Linden Fields is scheduled to begin later this month just in time for the heating season. High efficiency heat pumps will replace the electric baseboard heat as the primary source of heating, and will also provide air conditioning in the summer months. Residents can expect to see as much as a thirty percent reduction in their electric bills.

Executive Director Teixeira also noted that windows at Linden Fields will also be replaced using remaining grant funds after all other projects have been completed and with any remaining rebate money. It is expected that there will be approximately \$75,000 for window replacement which should cover the entire project. Co Vice-Chair Person Sherman inquired if this included the sliders and Executive Director Teixeira noted that it did not and that those were replaced in 2008 and were still in good shape.

Item #5. Forced Main/Pump Station Improvements:

Executive Director Teixeira reported that the project was awarded to T. Buck Construction, Inc of Turner Maine and is expected to take 12 months to complete. Reviewing the minutes of the Selectmen's meeting the expectation is to have the new two forced mains installed along the back of our property this fall. A pre-construction meeting is scheduled for next Thursday and we will have more details to share at that time. As required by the access agreement between the Town and the EHA, a project meeting will be held with the residents before any work gets underway. Co Vice-Chair Person Sherman asked the route of the sewer pipes and Executive Director Teixeira explained that they will go along the back of the property into the corner of the north parking lot and out through the garden.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and noted that she is hopeful for a 99.7% occupancy rate and will utilize 100% of the funds if things stay on track.

August Unit Totals and Figures:

August:	172 Units	\$104,168	Hap (excluding Port In)
	2 Ports	198	Utility Reimbursement
Total	170 Units	\$104,366	Total HAP

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that during the months of August and the beginning of September maintenance has been busy concentrating on the goal of attaining a great R.E.A.C. score. The R.E.A.C. inspection has been scheduled for December 29th. There was one scheduled move-in which was unit 7 Linden Fields on August 1st which allowed for daily work orders, special projects, and exteriors of all properties to be the primary focus.

Maintenance Supervisor Harding-Smith noted that projects for the Water Street property include the remodeling of the lobby, community room, and hallways with new carpet, paint, and automated door entry systems. The bid closing is for September 14th. He also reported that the final three kitchen renovations at Water Street were completed with new linoleum and cabinets. The north parking lot earth had been removed from against the small garden fence that runs alongside of tenants spaces and stone has now been put down to not only give a decorative aspect to the property but will also help with the ease of weed trimming and vehicle accessibility. He also explained that in the South parking lot, there has been numerous trees that have been taken down by Phillips Exeter Academy due to age and deterioration.

Co Vice-Chair Person Sherman asked if the Water Street projects would be completed prior to the R.E.A.C. inspection and Executive Director Teixeira noted that they should and that he was hoping for bid approval at the October meeting and that the projects would likely begin as soon as contracts are awarded. Chair Person O'Barton noted that it could be a stipulation of the contract.

Executive Director Teixeira also noted that he would like to utilize reserve funds to include the second and third floor carpeting and paint as well and would be speaking to the fee accountant regarding this procedure as it would likely require HUD approval.

Item #8. Ten Minute Audience Participation

Commissioner Gjetum noted that tenants had expressed concerns regarding the stoves and Executive Director Teixeira asked any tenants with stove issues to please report them to the office and that they will be addressed.

A tenant inquired when the carpeting would be done and Executive Director Teixeira stated it would be this fall. Commissioner Gjetum also reported complaints about grab bars from tenants. Executive Director Teixeira explained that we have installed countless grab bars and to simply make a request with the office.

Another tenant asked if the exhaust fans would be replaced. Executive Director Teixeira stated that they would not be as the savings in energy costs could not be justified. He noted that many items like the ovens are outlined in the 5 year plan. Maintenance Supervisor Harding-Smith noted that there is a limited selection for the apartment style stoves.

Item #9. Executive Directors Report

Budget Report:

Executive Director Teixeira reported that both programs continue to look good through ten months. The Section Eight budget is showing a deficit however as mentioned in previous reports this is due to HUD recapturing over disbursed housing assistance payments made to the EHA in FY 2016.

Employee Performance Evaluations:

Executive Director Teixeira explained that employee evaluations will be conducted during the month of September and will be available for review during the week of September 25th.

Tri-State Conference:

Executive Director Teixeira reported that this year's conference is once again being hosted by the Maine Association of Public Housing Directors. The three day conference will be held at the Harraseeket Inn located in Freeport Maine and will be attended by Vern, Margaret, and Jill.

Flu Clinic

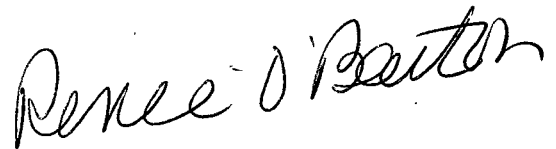
Executive Director Teixeira mentioned that the flu clinic is scheduled for next Thursday and will be held in the community room. He recommended signing up if interested.

Chair Person O'Barton adjourned meeting at 3:45 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person