

**Exeter Housing Authority
Board of Commissioners Meeting
October 6, 2017 3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the September 8, 2017 Meeting
3. Award Contract for Exterior Door Replacement at Squamscott View Apts.
4. Award Contract for Replacement of First Floor Common Area Carpeting at Squamscott View Apartments
5. Award Contract for Painting of First Floor Common Areas at Squamscott View Apartments
6. Award Contract for Window Replacement at Linden Fields Apartments.
7. Forces Main/Pump Station Improvements (Update)
8. Maintenance Supervisors Report
9. Section Eight Managers Report
10. Ten Minute Audience Participation
11. Executive Directors Report
12. 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, October 6, 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 |
| Executive Director | Tony Teixeira |
| Section 8 Manager | Margaret Dooling |
| Maintenance Supervisor | C.J. Harding-Smith |
| Public Housing Manager | Jill Birch |

Absent:

| | |
|----------------------|-------------|
| Co Vice-Chair Person | Boyd Allen |
| Commissioner | Pam Gjettum |

Item #2. Approval of the Minutes of the September 8, 2017 Meeting

Co Vice-Chair Person Sherman made a motion to approve the minutes as presented, seconded by Commissioner Matick and the minutes were approved with a vote of 3 ayes and 0 nays.

Item #3. Award Contract for Exterior Door Replacement at Squamscott View

Apartments:

Executive Director Teixeira reported that the project will be supported with 2017 Capital Improvement Funds and will involve replacing four (4) exterior entry doors and one (1) interior door. Sealed bids were opened on September 14, 2017 with one contractor responding to the project solicitation.

| | |
|-----------------------------|---------------------|
| Stanley Access Technologies | Bid Amount \$30,667 |
| 4 Tall Pines Drive, | |
| Stratham NH | |

Executive Director Teixeira noted that a complete evaluation of the bid was conducted and it was recommended that the contract be awarded to Stanley Access Technologies in the amount of \$30,667.

Co Vice-Chair Person Sherman made a motion to award the contract to Stanley Access Technologies in the amount of \$30,667 and the motion was seconded by Commissioner Matick. The contract was awarded with a vote of 3 ayes and 0 nays.

Item #4. Award Contract for Replacement of First Floor Common Area Carpeting at Squamscott View Apartments:

Executive Director Teixeira noted that the project will be supported with 2017 Capital Improvement Funds and will involve replacing the common area carpeting on the first floor, including the offices. The floor covering in the foyer and back hallway will also be replaced. Sealed bids were opened on September 14, 2017 with one contractor responding to the project solicitation.

Portsmouth Quality Flooring Bid Amount \$33,734.51
20240 Lafayette Rd.
Portsmouth NH

Executive Director Teixeira noted that they have completed an evaluation of the bid and are recommending that the contract be awarded to Portsmouth Quality Flooring in the amount of \$33,734.51

Co Vice-Chair Person Sherman made a motion to award the contract to Portsmouth Quality Flooring in the amount of \$33,734.51 and the motion was seconded by Commissioner Matick. The contract was awarded with a vote of 3 ayes and 0 nays.

Executive Director Teixeira mentioned that it was previously discussed that we would look at dipping into reserves to complete the second and third floor carpeting and that we would see how the first floor comes out before pursuing this further. Chair Person O'Barton inquired what the start date would be and Executive Director Teixeira explained that they hoped to sign the contract next week and were about four weeks out.

Item #5. Award Contract for Painting of First Floor Common Areas at Squamscott View Apartments:

Executive Director Teixeira explained that this project will be supported with 2017 Capital Improvement Funds and will involve painting the lobby, community room, apartment and common area doors (first floor only), and offices. Sealed bids were opened on September 14th; with two contractors responding to the project solicitation.

Caprioli Painting Inc. Bid Amount \$19,498
20 Beech Street
Newmarket NH

Tyler McAniff Painting
17 Meadowbrook Lane
Epping NH

Bid Amount \$10,400

Executive Director Teixeira noted that an evaluation of the bids was completed and we are recommending that the contract be awarded to Tyler McAniff Painting in the amount of \$10,400. He further explained that the Housing Authority is already comfortable with this company as they have painted numerous apartments for us.

Co Vice-Chair Person Sherman made a motion to award the contract to Tyler McAniff Painting in the amount of \$10,400 and the motion was seconded by Commissioner Matick. The contract was awarded with a vote of 3 ayes and 0 nays.

Item #6. Award Contract for Window Replacement at Linden Fields Apartments:

Executive Director Teixeira reported that this project will be supported with Community Development Block Grant (CDBG) funds and will involve replacing all windows and trim (128 total) at Linden Fields Apartments. Sealed bids were opened on April 28th with three contractors responding to the project solicitation.

Newell & Crathern, LLC
34 Staniels Road
Louden NH

Bid Amount \$67,887.50

Mackinnon Construction
16 Woodland Drive
Londonderry NH

Bid Amount \$76,530.50

Newport Glass
162 Elm Street
Newport ME

Bid Amount \$74,880

Executive Director Teixeira noted that staff have completed evaluating the bids and are recommending that the contract be awarded to Newell & Crathern in the amount of \$67,887.50. He also mentioned that this project was held to see if there would in fact be additional funds to complete it.

Co Vice-Chair Person Sherman made a motion to award the contract to Newell & Crathern in the amount of \$67,887.50 and the motion was seconded by Commissioner Matick. The contract was awarded with a vote of 3 ayes and 0 nays.

Item #7. Forced Main/Pump Station Improvements (Update):

Executive Director Teixeira noted that renovations to the pump station are set to begin this fall followed by the installation of the two forced mains in the spring of 2018.

T. Buck construction is set to mobilize to the site on Tuesday October 31st and will begin construction on the two temporary access drives from Swasey Parkway. Once the access drives are complete a 6' foot construction fence will be installed around the perimeter of the site. This work is planned for November 1st.

Members of the design team along with representatives from T. Buck Construction will be here on Wednesday October 25th at 11:00am to present the full scope of the project to the residents and to address questions and concerns.

Item #8. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith noted that multiple projects have been completed in the month of September. Auburn Street has received structural bracing for the roof rafters to accommodate the solar panel installation project along with new roof sheathing and shingle replacement of the rear portion of the roof. Water Street will soon be approved for the renovation of first floor including new paint, carpet, and handicap automatic entry doors.

Maintenance Supervisor Harding-Smith mentioned that he and Tony sat in on the Swasey Park pipeline installation meeting at the Department of Public Works which was quite informative.

Maintenance Supervisor Harding-Smith reported that he was able to attend a 3 day conference for N.E.R.A.H.M.S. North East Regional Association of Housing Maintenance Supervisors at the Red Jacket Resort and Waterpark in North Conway which was extremely informative for all around maintenance and property procedures.

Unit 115 at Water Street was turned over with a transfer on October 1st which began our 5 unit turns for the month of October. Unit 203 at Water Street is scheduled for an October 6th move-in.

Maintenance has been preparing the exterior of all properties to get ready for the R.E.A.C. inspection coming in the month of December. Due to cold weather approaching, multiple projects must be completed for the inspection during the warmer temperatures.

Item #9. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and noted that the program is on target for the year. Co Vice-Chair Person Sherman asked what the average was and Section 8 Manager noted it was 169.5 and he commended her on a job well done.

September Unit Totals and Figures:

| | | | |
|------------|-----------|-----------|-------------------------|
| September: | 172 Units | \$105,320 | Hap (excluding Port In) |
| | 2 Ports | 198 | Utility Reimbursement |
| Total | 170 Units | \$105,518 | Total HAP |

Item #10. Ten Minute Audience Participation

Residents inquired what the color scheme was for the paint of the community room and lobby areas. It was noted that the colors would be earth tones with a green and taupe combination. A Commissioner asked if window treatments were included and Executive Director Teixeira noted that they were. Another resident asked if we would be using carpet squares and Executive Director Teixeira explained that they would be.

A Water Street resident asked if cleaning of the bathroom fans was the tenant's responsibility and it was explained that it is. The subject of stoves was brought up again and Executive Director Teixeira asked that tenants notify the office if they are having a problem and that money will be budgeted for malfunctioning stoves.

Item #11. Executive Directors Report

Executive Director Teixeira reported that we are near the end of the fiscal year and both programs look good thru eleven months. Howard Gordon will be in later this month to closeout FY 2017, and to help prepare for the annual financial/compliance audit which typically takes place in early December. He will also be providing us with year-end figures at this time which we will present at the November Meeting.

Executive Director Teixeira explained that after looking back over the past year he feels that we accomplished some good things. The budgets for each of the programs are on track and look good. The occupancy rate for each of the programs is tinkering around 100% which indicates that we are maximizing the number of households we can assist in the shortest amount of time possible. This is not easily accomplished requiring team work and commitment from the entire staff. It truly highlights the quality of the people we have working here. There are several other indicators that will determine the overall status of our agency however, we will have to wait until the audit is completed, and wait to see the results of the HUD/REAC physical inspection. We will have a much clearer picture shortly after we enter the New Year.

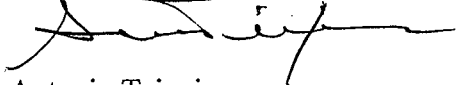
Executive Director Teixeira noted that several significant capital improvement projects were also completed over the past year with several more on tap for completion before the end of the calendar year. The goal is to have the remaining projects completed in time for the HUD/REAC physical inspection which is scheduled for December 29th. This is an aggressive schedule but, one that we believe can be met. Most of the projects that are, or will be completed were undertaken to reduce the energy consumption of both the EHA and the tenants. As we move forward with completing these projects it will be exciting to see just how much of a savings the projects will generate.

Executive Director Teixeira concluded that much work remains to be completed before we ring in the New Year, however he has confidence in the staff and fully expects to once again be designated as a High Performing Agency.

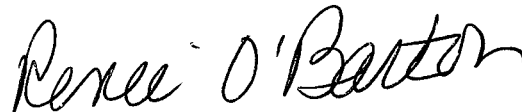
Co Vice-Chair Person Sherman commented that it had been a hard but good year for the EHA and commended the staff and tenants.

Chair Person O'Barton adjourned meeting at 3:40 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person

00300

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

Agenda

1. Roll Call
2. Approval of Minutes of the October 6, 2017 Meeting
3. Write Off of Bad Debts (board resolution)
4. Common Area Renovations Update
5. Authorization to Utilize Public Housing Reserves to Fully Complete Common Area Improvements at 277 Water Street
6. Forced Main/Pump Station Improvements Update
7. Section Eight Managers Report
8. Maintenance Supervisors Report
9. Ten Minute Audience Participation
10. Executive Directors Report
11. Non Public Session Per NH RSA91-A:3 II (a)
12. Adjournment