

**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 7, 2018 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
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Public Housing Manager	Jill Birch

Absent:

Section 8 Manager	Margaret Dooling
Commissioner	Pam Gjettum

Item #2. Approval of the Minutes of the August 3, 2018 Meeting

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

Item #3. Acceptance of FY2019 Operating Budget:

Executive Director Teixeira reviewed the line items of the proposed Operating Budget for FY2019. During the review of line items, Executive Director Teixeira commented on the following items:

- The miscellaneous income decrease was due to former rebates.
- The water increase was due to the increased rates.
- The electrical decrease is a result of the conservation measures taken.
- Increase in maintenance wages was due to overtime and that we had added a part-time cleaner.
- The REAC inspection resulted in an increase in materials.

- Insurance increases are a combination of property and workers compensation increases.
- Healthcare benefits have decreased.

Executive Director Teixeira noted that the housing authority will once again be operating under a tight budget. Congress has yet to pass a spending bill for FY2019, and it appears unlikely a spending bill will be finalized before the beginning of the fiscal year on October 1st which will trigger a continuing resolution. Unfortunately, this has become the norm making it difficult to put together a more accurate budget. Considering the uncertainty, we feel good going into the new fiscal year knowing that we have some flexibility if changes are needed to the budget.

Chair Person O'Barton read the following resolution and the operating budget was approved with a vote of 4 ayes and 0 nays.

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, 2018 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>09/07/2018</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: <i>Renee O'Barton</i>	Signature: <i>Renee O'Barton</i>	Date: <i>9/7/18</i>
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Previous editions are obsolete

form HUD-52574 (08/2005)

Item #4. Personnel Policy Committee Report:

Executive Director Teixeira reported that the committee only had the opportunity to meet once last month due to folks being on vacation. The initial goal was for the committee to have a draft available for board review for the October meeting, however the process is taking longer than anticipated and with fiscal year end and audit coming up we are now aiming for January.

Item #5. Award Contract for Parking Lot Improvements at all Locations

Maintenance Supervisor Harding-Smith reported that three bids were received by contractors for a sealcoating, crack filling, and line striping project at Auburn Street, Linden Fields, and Water Street properties. The contractor bid amounts are as follows from highest to lowest:

New England Sealcoating	\$19,885
NH Blacktop Sealers	\$16,565
Chase Sealcoating	\$11,150

The Exeter Housing Authority recommended NH Blacktop Sealers as the choice contractor to perform this project. Chair Person O'Barton inquired why the lowest bid was not recommended and Maintenance Supervisor Harding-Smith explained that Chase did not provide proper documentation. Co Vice-Chair Person Allen made a motion to approve, seconded by commissioner Matick and the contract was awarded to NH Blacktop Sealers in the amount of \$16,565.00 with a vote of 4 ayes and 0 nays. Executive Director Teixeira noted that this project would be funded by the capital fund and the work would get underway this week.

Item #6. Award Contract for Entry Door and Slider Replacement at Linden Fields

Maintenance Supervisor Harding-Smith reported that following bids for the entry door and slider door replacement for 15 units at Linden Fields.

T Buck Construction	\$108,528.00
Broadview Construction	\$ 93,976.00
Newell & Crathern	\$ 48,400.02

Maintenance Supervisor Harding-Smith noted that the Exeter Housing Authority recommends Newell & Crathern as the choice contractor to perform this project. Chair Person O' Barton inquired if we had previously worked with Newell & Crathern and it was noted that Newell & Crathern had replaced windows at the same property. Executive Director Teixeira noted the supplies and expectations were confirmed with the contractors due to the discrepancy in price but noted that the range is likely a result of newer, hungrier companies. He also noted that this will be funded by the capital fund. Co Vice-Chair Person Allen made a motion to award the contract to Newell & Crathern, in the amount of \$48,400.02, seconded by Co Vice-Chair Person Sherman and the contract was awarded with a vote of 4 ayes and 0 nays.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the maintenance staff has had one unit turn for the month of August at unit 304 Water Street. This apartment received a new coat of paint and new carpet. Unit 124 is the current work in progress for a move-in date of September 14th. He also noted that there have been 2 trees removed from the Water Street property and are awaiting stump grinding of 5 stumps total. At Linden Fields three trees have been removed and is also awaiting the grinding of those stumps as well.

Item #8. Section Eight Managers Report

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

August Unit Totals and Figures:

Total Units	166	Total HAP	\$107,247
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Executive Director Teixeira mentioned that we recently learned that the new proposed fair market rents have decreased \$25 per unit and that they are currently exploring options of requesting going over the 110% and what that procedure may entail and that they hoped to have some answers by the October meeting. Co Vice-Chair Person Sherman noted that he found it odd that a 1 bedroom was only \$9 more than an efficiency apartment.

Item #9. Audience Participation

A Water Street resident inquired if the housing authority had a plan in place for a hurricane and Executive Director Teixeira noted that we would rely on local safety officials for their advice in a hurricane situation.

Item #10. Executive Directors Report**Financial Report:**

Executive Director Teixeira stated that the fiscal year end for both programs look great. Public Housing is once again projected to produce a surplus and it appears the Section Eight program will also do the same. Our fee accountant will be in next month to reconcile the general ledger and will provide year-end figures which will be made available at the November meeting.

Housing Conference:

Executive Director Teixeira reported that Vern, Margaret, and Jill would be attending the Housing Conference which is scheduled to kick off next Monday. The three-day event is once again being hosted by the Maine Housing Directors Association and will be held at the Meadowmere Resort in Ogunquit Maine. Several interesting topics are being offered along with a Washington update presented by representatives from the Boston HUD field office.

Annual Financial/Compliance Audit:

Executive Director Teixeira announced that Otis Atwell will be out during the week of December 3rd to conduct the annual financial and compliance audit and that the fee accountant would be in October to close-out FY2018 which will prepare us for the financial portion of the audit.

Employee Evaluations:

Executive Director Teixeira noted that Employee evaluations will be performed during the month of September and is hoping to have the evaluations available for Board review during the week of September 24th.

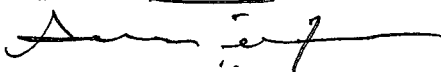
Flu Clinic:

Executive Director Teixeira explained that the EHA will be hosting a flu clinic on Thursday September 20th. It will be held in the community room from 9:00am to 11:00am and will be open to the public.

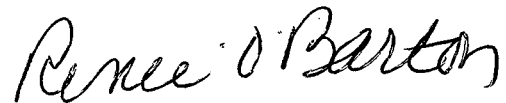
Maintenance Supervisor Harding-Smith mentioned that he would be attending a NERAMS conference later in September (25-27) which will also be held at the Meadowmere Resort in Ogunquit, Maine.

Chair Person O'Barton adjourned the meeting at 3:57 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person

**Exeter Housing Authority
Board of Commissioners Meeting
October 5, 2018 3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the September 7, 2018 Meeting
3. Housing Conference Report
4. Maintenance Supervisors Report
5. Section Eight Managers Report
6. Ten Minute Audience Participation
7. Executive Directors Report
8. Non- Public Session Per NH RSA91-A:3 II (a)
9. Adjournment