

00954
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, November 2, 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	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	C.J. Harding-Smith
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:
Commissioner Margaret Matick

Item #2. Approval of the Minutes of the October 5, 2018 Meeting

Co Vice-Chair Person Allen made a motion to approve the minutes as presented with minor corrections made, seconded by Co Vice-Chair Person Sherman and the minutes were approved with a vote of 3 ayes and 0 nays as Commissioner Gjettum was not in attendance at the October meeting.

Item #3. Pump Station Improvement Report Presented by Wright-Pierce Engineering

Executive Director Teixeira introduced Andy Morrill from Wright-Pierce Engineering to provide a final report on the pump station improvements. The project manager from T-Buck Construction was also in attendance. Mr. Morrill stated that this portion of the

project is nearing completion in January. Paving of the area around and leading to the pump station will be paved as soon as possible. The pumps will be tested over the next couple of weeks. He noted that some planting will also take place soon however, they would be back in the spring as well to plant and address irrigation. A Water Street resident inquired where the generator would be located, and Mr. Morrill noted that the generator would be inside the pump station building. Executive Director Teixeira noted that project has been handled very well and thanked Mr. Morrill, T-Buck Construction and all those involved for the thoughtfulness and professionalism that has been displayed by all parties involved in this complex project. A few tenants also commented that everyone seemed to work well together and that the noise level has not been all that disturbing. One tenant did inquire if the large pole was going to be removed to which Mr. Morrill advised that it would. Executive Director Teixeira noted that a new fence will surround the pump station and would involve some grading of the area.

Item #4. Award Contract for Common Area Bathroom Renovations at 277 Water Street

Maintenance Supervisor Harding-Smith reported that he bid opening for this project was held this past Monday and received three in total. The scope of work consists of new floor tile replacement, wall tile replacement which extends up to the ceiling, acoustic tile ceiling, ceiling light fixture, G.F.C.I., handicap grab bars, automatic hand dryer, exhaust fan, A.D.A. compliant wall mounted sink and countertop, toilets, toilet paper dispensers, lighting, and new mirrors.

These bid figures are from highest to lowest:

Murcon Construction-	\$49,900
Broadview Construction-	\$49,198
Solid Roots Construction-	\$38,248

Maintenance Supervisor Harding-Smith noted that after further review of the cost of this project and the numbers provided, they recommend Solid Roots Construction as the company of choice for this project. The company was asked to revise their bid to reflect the following changes in the scope of work as all the bids were over budget: (The eliminated items from this project includes keeping the original footprint of the wall tile instead of floor to ceiling installation, automatic hand dryers, new tilt mirrors, G.F.C.I., exhaust fan, ceiling light, and having a non-countertop mounted sink but instead use a free-standing wall mounted porcelain sink. With careful consideration of the project, Solid Roots has a modified bid in the amount of \$26,354. E.H.A. feels this is a budget friendly amount.

Chair Person O'Barton inquired if the EHA had used Solid Roots in the past and Maintenance Supervisor Harding-Smith replied that the EHA has not but after checking five references he felt comfortable. Commissioner Gjettum inquired if the EHA was comfortable with the discrepancy of over \$10,000 and Maintenance Supervisor Harding-Smith stated that he was and that this was a young company hungry for business. Chair

Person O'Barton asked if the other bidders submitted modified bids and Executive Director noted that they only negotiated with the lowest bidder. Co Vice-Chair Person Allen inquired if there were ADA modification to be made and Executive Director Teixeira noted there were a couple relating to toilet and possible grab bar locations. Commissioner Gjettum made a motion to award the contract to Solid Roots Construction in the amended amount of \$26,354, seconded by Co Vice-Chair Person Allen noting the modifications discussed and the contract was awarded with a vote of 4 ayes and 0 nays.

Item #5. Exeter Housing Authority Board Appointment Requirement Discussion

Executive Director Teixeira reported that they recently became aware that you do not have to be an Exeter resident to serve on the EHA board. We learned this after reaching out to the town to inquire whether Renee could continue serving on the board as she is moving out of town. Renee has expressed interest in staying on and was seeking the input of board members and residents. It had been recommended the Executive Director write a letter of support to the Selectmen. Commissioner Gjettum noted that the Housing Authority serves a wider population than only Exeter residents which is likely the reason residency is not required like other boards in town. She noted that a letter to the selectmen was not necessary. Co Vice-Chair person Allen confirmed that if it does not require Board of Selectmen approval that a letter would not be necessary. Co Vice-Chair Person Sherman noted that Renee is familiar with the business at hand and would like to see projects through. Commissioner Gjettum noted it is difficult to obtain board members as it is. Executive Director Teixeira noted that with Renee's longtime residency and interest in the town combined with board and resident support that no action would be necessary at this time. Chair-Person O'Barton thanked everyone for their support.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Harding-Smith reported that the month of October has had an in-house transfer from 9 Linden Fields to 20 Auburn St. Unit 20 was completed on time with a move-in date of the 14th. Unit 9 is completed with the move-in date of November 2nd and this unit received new VCT flooring throughout, new paint, and a new bathroom tub install.

Maintenance Supervisor Harding-Smith noted the major project which is in the end phase is the entry and slider door installation at Linden fields. Thirteen units will be complete by the end of next week. The 2 remaining A.D.A rear french doors will be a few weeks out due to the manufacturing process. He also noted that fall to winter transition preparation had taken place; all machines have been thoroughly gone through and greased and any preventative maintenance has been completed.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures.

October Unit Totals and Figures:

Total Units	170	Total HAP	\$109,724
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Section 8 Manager Dooling noted that the program is currently over leased and that the program will not be able to serve as many families as it cannot continue at this rate even with the lower payment standards. She noted that the budget authority cannot accommodate the HAP amounts given the increased rents and utilities for landlords. Commissioner Gjetum inquired if we were turning people away and Section 8 Manager Dooling noted that our waitlist is still open, but the wait will be longer. Co Vice-Chair Person Sherman inquired what the final determination for payment standards was and Section 8 Manager Dooling noted that the 0,3 & 4 bedrooms were at 100% and the 1 & 2 at 110%. She noted the average HAP has increased from approximately \$601 to \$630 and that the lower payment standards impact the elderly/disabled population on a fixed income. Co Vice-Chair Person Sherman noted that it is a tough fight for the section 8 and that Section 8 Manager Dooling has done a good job. Section 8 Manager Dooling noted that it is a tough road for the landlords as well and that they have been relatively cooperative but must pay their bills as well. Executive Director Teixeira explained that the EHA's utilization rate is normally 99% but is now at a tipping point and will not be able to sustain that rate. He did note that other agencies are typically in the 89-90% range. Co Vice-Chair Person Sherman inquired if they would undergo an independent study and Executive Director Teixeira noted that it would not really benefit them at this time as the EHA doesn't have the funding to support the higher payment standards. Commissioner Gjetum inquired what that would accomplish, and Executive Director noted that it would allow them the possibility of adjusting the payment standard. Section 8 Manager Dooling noted that tax credit building rents are \$1118-\$1450 and that even 50% units were \$940 for one-bedroom units. Commissioner Gjetum noted that it seemed the best you could do under the circumstances and Section 8 Manager Dooling noted that it was a group effort.

Item #8 Ten Minute Audience Participation

Executive Director Teixeira welcomed back resident Mary Dupre. A Water Street resident mentioned that the automatic exterior door to the building seemed to remain open for quite a while and if you happen to be sitting on the bench in the foyer waiting for a ride, it can be quite cold. Maintenance Supervisor Harding-Smith noted that some residents had reported it was too fast, however he could look at adjusting it and that the heater in that area would be turned on soon. Executive Director Teixeira also noted that they could investigate some sort of seasonal plexi glass along the entrance to field the wind.

Item #9. Executive Directors Report**Financial Report:**

Executive Director Teixeira reported Howard Gordon was in earlier this week to begin the process of closing out FY2018 so unfortunately, we will have to wait until January for the year-end figures. Looking over the most recent budget, Executive Director Teixeira expects to see a surplus on the Public Housing side. On the Section Eight side it appears that the budget authority for housing assistance payments (HAP) will be exceeded by approximately \$20,000. The excess will be funded with our HUD held reserves. As discussed earlier, the hot rental market and continued spike to water and sewer rates are contributing factors. This is an unsustainable pattern which will require reducing the number of vouchers we issue which translates to fewer families we are able to assist.

Message Display Monitor:

Executive Director Teixeira announced that the EHA will be installing a message display monitor in the lobby which will be mounted on the wall to the right of the service window. The monitor will be used to display upcoming events and provide the office with another option of getting information out to the residents. It is anticipated that the unit will be installed sometime over the next few weeks. A Water Street resident inquired if residents could put things on the message board. Executive Director Teixeira noted that any requests should be forwarded to the office for determination and that Jill would be handling the programming of information.

Senior Companion Program:

Executive Director Teixeira reported that Kathy Steward from the Community Action Program will be here on Friday November 16th to give a presentation on what the Senior Program has to offer. The program's mission is to provide meaningful volunteer opportunities to active adults over the age of 55 serving home-bound elders and adults with disabilities for the purpose of promoting independence and improving the quality of life of New Hampshire seniors. The Presentation will be held in the Community Room from 10:00am to 1:00pm and will be open to the public. Executive Director Teixeira noted that they are looking for volunteers as well as recipients.

Chair Person O'Barton adjourned the public portion of the meeting at 3:58 P.M. and noted that the board would not meet in December and the next meeting would be January 11, 2019.

Co-Vice Chair Person Allen made a motion to enter Non-Public Session Per NH RSA91-A:3II (a), seconded by Commissioner Gjettum.

The Board returned from Non-Public Session Per NH RSA91-A:3II (a) and authorized a maintenance employee bonus totaling \$2,500.00.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Chair Person