

**CONCORD HOUSING AND REDEVELOPMENT**  
**Board of Commissioners Meeting Minutes**  
**August 3, 2011**

The Concord Housing and Redevelopment’s Board of Commissioners met August 3, 2011 at 10 Ferry Street, Suite 302, Concord, NH 03301.

- I.** Chairperson Ari Pollack called the meeting to order at 8:00 am and asked for roll call. The response:

<b>PRESENT</b>	<b>ABSENT</b>
Commissioner Pollack	
	Commissioner Leon
Commissioner Fowler	
Commissioner Madden	
	Commissioner Burger

Also present at the meeting: Housing Authority Staff John Hoyt, Executive Director, Craig Dunning, Special Projects, Violet Rounds and Heather Sargent, Director of Administration.

- II.** The Chair called for a motion on the July 6, 2011 meeting minutes. Commissioner Fowler moved that the meeting minutes be approved. Commissioner Madden seconded the motion. The motion passed unanimously.
- III.** The Chair then moved to open the floor for Public Comment. There was none and the period was declared closed.
- IV.** The Chair then called for a review of General Correspondence. There was none and the period was declared closed.
- V.** The Chair then called attention to the Old Business portion of the agenda:

**1. Updates – Green Street and Pitman Place:**

Craig Dunning reported Green Street was coming along on schedule; the windows are in, the siding is being attached and will be done August 12<sup>th</sup> and the electrical, mechanical and plumbing will be done the week of August 8<sup>th</sup>. Pitman Place was a little behind schedule with work on the new community areas progressing.

There was no other Old Business to be discussed and the period was declared closed.

VI. The Chair then called attention to the New Business portion of the agenda:

1. **RESOLUTION #1273**

Contract with Irish Electric in the amount of \$14,700.00 for the purposes of installing kitchen GFI's in the two high rises.

Mr. Hoyt reminded the Board that this project was included in the 2011 Capital Fund Budget approved by the Board. The estimate in the budget was \$12,000 and the difference of \$2,700.00 would be pulled from the 2011 Capital Fund Budget "Contingency" line budgeted at \$25,030.00.

Commissioner Fowler moved passage of the resolution and Commissioner Madden 2<sup>nd</sup> the motion. Motion passed unanimously.

2. **RESOLUTION #1274**

Contract with Energy Improvements in the amount of \$24,800.00 for the purposes of installing new vinyl siding on the two Ceriello buildings.

Mr. Hoyt explained that though this too was included in the 2011 Capital Fund budget approved by the Board it had an estimated cost of \$10,000.00. To make up the shortage Mr. Hoyt will be indefinitely delaying the boiler replacements budgeted at the same property and the \$14,200 estimated for the boilers would be used for the siding. The Chairman questioned the decision to 'indefinitely delay' the boiler replacement. Mr. Dunning addressed the question by explaining the original decision to replace the boiler; increased energy efficiency and a long term cost savings based on reduced consumption. Mr. Dunning talked to a couple of vendors and these discussions revealed that the replacement of the current boiler would not produce the cost savings expected and the payback period did not justify the expense. The Chairman asked about doing one building in the current year and one next year. Mr. Hoyt felt that the deteriorating exterior building envelope conditions at the buildings justified doing both now.

Commissioner Fowler moved passage of the resolution and Commissioner Madden 2<sup>nd</sup> the motion. Motion passed unanimously.

3. **VILLAGE STREET – PENACOOK**

Mr. Hoyt Reported; the Village Street property was listed by the City as one of the properties the "Redevelopment Authority" should take a look at. As noted in the Board package the property has a mix of retail, professional and residences. Along with Mr. Dunning and the listing real estate agent they spent a couple of hours going through the building. The building appears to be in good condition. Subsequent to that inspection the listing agent and Merrimack County Bank representatives Ed. Caron and Claudia Walker along with Mr. Pollack and Mr.

Hoyt did another less detailed walk through of the property. Mr. Pollack believes that the building which has the tenants in the professional offices moving out (6,000 sf) would have extreme difficulty finding tenants for that space. He relayed discussions with the real estate broker who thought that replacing 6,000 sf of professional office space in Penacook would be very difficult given the open office space in Concord. He also informed the Board of an informal discussion with members of the Penacook Village Association who were more interested in replacing the professional offices with like kind vs. the creation of additional housing. The Board discussed the property and asked the Executive Director to work up a pro forma that suggested a purchase price based on the professional offices remaining vacant.

#### **4. Insect Eradication Plan for Jennings Drive/Ceriello**

Mr. Hoyt informed the Board that all 59 units were being treated as a precaution for cockroaches. Mainly as a preventative measure but there have been some units where cockroaches have been a problem. Additionally JP Pest Services has been contracted to do monthly inspections at Kennedy, Crutchfield and the family properties to identify and quickly respond to any insect issues. The number of instances of reported bed bugs at the family properties has increased and Mr. Hoyt informed the Board that he and staff are indentifying strategies and soliciting quotes per the procurement policy from pest control vendors to help bring the number of reports down. He expected a price for this first phase to be around \$13,000. The second phase would need to be ongoing inspections and education focused at and for the residents of all housing residents. Ms. Sargent cautioned the board that this would not end the bed bug ‘problem’ but would hopefully bring it under control allowing us to use longer term strategies to reduce incidences.

There was no other New Business to be discussed and the period was declared closed.

Commissioner Pollack asked for a motion to adjourn. Commissioner Fowler moved that the meeting be adjourned. Commissioner Madden seconded. The motion to adjourn was passed unanimously and the meeting was declared over at 8:50 am.