

Housing Authority
of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Thursday, October 4, 2012 1:00 p. m.
Community Room, 277 Water Street
Exeter, NH 03833

1. Roll Call – The roll call was taken. Present at the meeting were:

Acting Chair Person	Barbara Chapman
Commissioner	Renee O’Barton
Commissioner	Boyd Allen
Commissioner	George Bragg
Consultant	Vernon Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple
Office Assistant	Jill Birch

Absent: Commissioner George St. Amour

2. Approval of Minutes of Meeting of September 6, 2012 - Commissioner O’Barton made the motion to approve the minutes and Commissioner Bragg seconded the motion and the minutes were accepted 4 ayes 0 nays.

3. Maintenance Supervisor’s Report – Mr. Marzinzik reported on the following:
277 Water Street - Brush cutting and tree pruning has been taking place in the rear of the building along the fence, parallel to the parkway. This has given residents a clear view of the water and will make grounds maintenance more efficient. The storage shed has received a newly built floor that will withstand the weight of our snow removal products as well as other seasonal products. Per our last meeting, a sample diverter has recently been installed between the gutters and the brick to help with the water and ice dam issues.

Portsmouth Avenue - Loam and seed were added to the lawn in areas where it was needed. Bark mulch beds were made to define areas where grass does not grow well.

The shed used for rubbish disposal has been painted. A new policy has been implemented with designated barrels for each resident to bring to the curb. This will help regulate recycling and items that require a purchased sticker to dispose of. We are happy to report that this new policy is helping to keep the property clean and easier for regular maintenance. Other improvements are in the works to compliment the appearance of the building.

Auburn Street - We are continuing regular maintenance on the grounds. This property is in great shape and well respected by the residents.

Linden Fields - We are continuing regular maintenance on the grounds and have started cutting back brush that is encroaching on the grass area.

Commissioner O'Barton inquired if security cameras were still planned for Linden Fields. Mr. Teixeira responded that they were in the budget for the coming year.

4. Sewer Interceptor Project Update – Mr. Bob Daigle reported that the pipe is connected together now. They are testing and struggling with one of the manholes now. They are beginning to clean up the front area and the tanks should be removed by Friday or Monday. They will begin clean up and work on the north parking lot. Mr. Daigle reported that he is still struggling to obtain a schedule from the contractor.

Mr. Teixeira asked Mr. Daigle to let us know if there would be a delay with the 10/15 deadline so that we may adjust our agreement with PEA should we require additional time for the parking arrangement for the residents. Mr. Daigle noted that he does not yet have a date for the installation of the pipe liners. Mr. Vern Sherman asked if it would be better to put the installation off until the spring. Mr. Daigle said that he does not know as Eastern Pipes would be the experts in this area. Mr. Dusitn Marzinzik asked if line striping would be done in the north parking lot. Mr. Daigle replied yes. Mr. Tony Teixeira asked if the installation of the pipe liner would cause an interruption in service for the residents. Mr. Daigle said no, but it could be subject to change.

5. Tri-State Conference Training Report – Mr. Tony Teixeira reported on the benefits of the material covered in the Tri-State Symposium that the staff had attended at the Red Jacket Resort in North Conway, NH from September 16 to September 19, 2012. It was attended by Housing Authorities from New Hampshire, Maine and Vermont and hosted by the Directors Association. It included a Nan McKay rent calculation course which was attended by Ms. Claire Purple, Ms. Margaret Dooling and Ms. Jill Birch. Mr. Tony Teixeira and Mr. Vern Sherman attended sessions on: Employee Fraud in Our Industry, Internal Controls for PHA's, Grievance Hearings & What to look for in a Fee Accountant. Round table discussions were also held by Multifamily Resources, Inc and by Matt Leahy (Assistant to Senator Jean Shaheen). The conference also attracted about

20 vendors who had the opportunity to present their services during meal and break times. Commissioner Allen thanked the board for this report.

Mr. Vern Sherman noted that the information learned would be beneficial for the upcoming recertifications and about the valuable information obtained at the conference with regards to grievance hearings.

6. 10 Minute Audience Participation – Mr. Vern Sherman announced the presence of Mr. Don Clement from the Board of Selectmen. Mr. Clement said he had attended the meeting to reestablish the relationship between the Board of Selectmen's Office and the Exeter Housing Authority. He expressed that he wanted to hear from the residents. Mr. Tony Teixeira commented on how Mr. Bob Daigle and Mr. Herb Smith have kept him informed with the progress of the construction project and how fantastic the residents have been with all the inconveniences of the construction. Resident Mary Dupre reported that there is almost always ample parking in the PEA lot and the only time she ever had a problem finding parking was during the farmer's market. Mrs. Barbara Chapman agreed that she had not heard any complaints from residents. Mr. Don Clement thanked everyone.

7. Executive Director's Report – Mr. Tony Teixeira reported on the following: Employee Performance Appraisals will be available for your review at the office anytime after October 19, 2012.

Financial - Public housing is showing a surplus of \$64,232 through 11 months. A good portion of this amount can be attributed to an increase in both shelter rent and operating subsidy. Section 8 is showing a deficit of \$94,599 however, this number does not reflect the nearly \$82,000 in net restricted assets mandated by HUD for offset in fiscal year 2012. This money will be pulled from our Section 8 reserve later on in the year. Mr. Vern Sherman clarified that the Section 8 surplus of money is from years back and money will be taken from this surplus to replenish funds.

Howard Gordon (EHA Fee Accountant) will be here on Thursday, October 25, 2012 to reconcile year end financials. We expect to have those figures for the November 1st meeting. Last week President Obama signed Fiscal Year 2013 Continuing Resolution which will provide funding for Federal Government Agencies for the next six months. The stop gap measure keeps funding at the current fiscal 2012 levels with a few exceptions through March 27, 2013.

Occupancy - Public Housing is currently 100% occupied, however, this will change soon with the vacancy of a 2 bedroom unit at Water Street in mid October. Mr. Teixeira noted that the vacancy of a 4 bedroom unit at Linden Fields mentioned in the report has been put on hold. The vacancy at 277 Water Street will be filled with residents who are currently living in one of our units who have requested a larger unit through a reasonable accommodation request. The units will be turned over as quickly as possible.

As there was no further business Acting Chair Person Barbara Chapman adjourned the meeting at 1:28 p.m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Acting Chair Person