

Housing Authority
of the
Town of Exeter
277 Water Street
Exeter, NH 03833-1719
(603)778-8110 or (603)778-1479
FAX: (603)772-6433

M I N U T E S
Board of Commissioners
Thursday, February 7, 2013 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	George St. Amour
Commissioner	Renee O’Barton
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Secretary	Claire Purple
Absent: Commissioner	George Bragg

2. Approval of Minutes of January 10, 2013/June 7, 2012 Meetings – Commissioner O’Barton made a motion to approve the minutes of June 7, 2012 seconded by Commissioner St. Amour and the vote was 3 ayes 0 nays. Commissioner Allen recused himself from this voting because he was not present at the June 7, 2012 meeting.

Commissioner St. Amour made a motion to accept the minutes of the January 10, 2013 meeting, seconded by Commissioner Allen and the vote was 4 ayes 0 nays.

3. Old Business

a. Limited Access and Barring Policy – Mr. Teixeira reported that the Exeter Police Department requested changes in some of the language in the Policy, specifically to sections 3.3, 4.1, 7, and 8. The changes have been made and appear in the revised Policy which was included with the premeeting material.

Legal Counsel Sharon Somers addressed the questions comments raised by Commissioners Allen and O’Barton in sections 4.2 and 4.3.

Sharon's response to Ms. O'Barton's comment in section 4.2 is to leave the wording as is since it captures "disturbing the peace" type offenses, and the EHA may want the authority to remove people with these type of offenses. If the Board does want to use qualifying language, then Sharon would support "misdemeanors resulting in bodily injury and/or property damage".

Sharon's response to Mr. Allen's comment in section 4.3 is to also leave the wording since some people may fall into both categories.

Commissioner O'Barton was fine with leaving the wording as Sharon advises and Commissioner Allen also agreed in leaving the wording as Attorney Somers suggested.

A draft version of the revised Policy reflecting the changes requested by EPD has been posted on the Town web site and at each of the EHA properties for comment. The closing date for public comment is March 7, 2013.

Commissioner Allen commented that sequestration is three (3) weeks away and he would like to have a plan in place or some kind of agreement as to how the EHA will proceed if sequestration does go into effect. Mr. Teixeira stated that he spoke with EHA fee account Howard Gordon to discuss available options. Mr. Gordon presented the option of utilizing up to \$57,000 from the Section 8 reserve to help offset the mandated cuts that would be brought on by sequestration. Mr. Allen made a motion to utilize up to \$57,000 from the Section 8 reserves to fund the necessary vouchers if sequestration did take place. Commissioner Allen made a motion, seconded by Commissioner O'Barton and the vote was 4 ayes 0 nays.

Commissioner Allen commented about Mr. Sherman's thoughts at the previous meeting regarding Section 8 inspections being done using UPCS (Univeral Physical Condition Standards) protocol rather than HQS (Housing Quality Standards). Commissioner Allen would like to send a letter expressing concerns with this potential change. He felt that Mr. Teixeira should write the letter and the Commissioners would sign it. Mr. Teixeira stated that Mr. Sherman was referring to an article that was written in one of the housing journals and that it's his understanding that it's very early on in the process. He would like to look into this further and share his findings with the Board at the March meeting.

4. Unitil Grant – (refrigerators) – Mr. Teixeira was excited to report that Unitil will be providing all the funding in the form of a grant for the remaining 49 refrigerators, the grant in total is just under \$30,000. In addition to the refrigerators, Unitil is looking into other potential energy conservation measures that can be made at our developments, such as additional insulation in the attics and air sealing. Unitil will be here on February 20 to check the building at 277 Water Street for heat losses and other energy saving methods.

5. Maintenance Supervisor's Report – Mr. Marzinik reported on the following.

Vacancies/Units Turned Over

Maintenance has been busy with some vacancy turnovers in January and into February with more coming in the near future.

We have had a little snow and all has been well with the safe snow removal/clean up.

277 Water Street

We will be gearing up soon to do some kitchen renovation installs. Fortunately, some kitchens will be done in the vacant apartments so it will not disturb many residents.

Regular maintenance to vehicles and equipment is on schedule and up to par.

Inventory of rolling stock has been observed over the past few months. I have been able to see what supplies will meet demands so that the inventory is neither over nor under stocked. Mr. Marzinzik is trying to be proactive and lower Maintenance costs.

6. Section 8 Manager's Report

January Unit Totals and Figures:

January	:	170 Units	\$100,871	Hap (excluding Port Ins)
		3 Port ins	348	Utility Reimbursement
Total		167 Units	\$100,871	Total HAP

*\$1947 payments pending

SEMAP (Section 8 Management Assessment Program
FYE 9/30/12 Score (See attached Letter)

7. 10-Minute Audience Participation

A tenant asked if Comcast was the only cable provider that can be used in the building at 277 Water Street. Mr. Teixeira was asked if he was aware of a bulk line which could be a savings. Mr. Teixeira responded that he has been approached by Comcast to enter into an agreement and he has forwarded it to our attorney for her input. He will speak about it at our March meeting. Comcast is asking for a five-year contract.

Mary Dupre spoke about the 375 Committee Celebration and the following is some of the ideas that the group of tenants from 277 Water Street came up with:

- We will have a banner in front of the building announcing the 375 Celebration.
- Exeter Country Club will have a round of golf at \$3.75 without a caddy.
- A float with people who's ages will add up to 375.
- Victorian tea (dress in Victorian style clothes) serve in the gazebo.
- Historical display in the town hall.

- Development of farming
- History of the town and the river is being done.
- History of the Seacoast through PEA.
- Cookbook cooking through time.
- Birthday towns that all come out of Exeter.
- Women's history through time.
- History of the river.
- Colonial Flag.

8. Executive Director's Report

Occupancy Level:

Our Public Housing Families are 100% occupied. Our last unit was leased up February 6, 2013. Mr. Marzinzik and Ms. Purple have done a very nice job in leasing up these units.

New Rents:

New rents have been calculated and the amendment to the lease reflecting the new rent amount has been signed by each resident at Water Street and will take effect on March first. Claire and Jill are finalizing the new rents for the family units and expect this will be completed soon. The ladies have done a great job.

Site Access Agreement (Unitil)

Following the remediation of the former Manufacturing Gas Plant in 2001 several monitoring wells were installed at the south portion of our property. The wells were installed to monitor the groundwater quality in the immediate vicinity of the former MGP to document any improvement.

Unitil is looking to collect additional data on the groundwater quality and are proposing to install two additional wells on our property. They are requesting that the EHA enter into an agreement with them that would allow this work to be completed. The agreement was prepared by Unitil and I have concerns with some of the language in the agreement so I have forwarded a copy to Sharon for review.

Commissioner Allen offered to look at these agreements for the EHA.

Service Agreement (Comcast)

We have been approached by Comcast and asked to enter into a service agreement with them. After reading the agreement I have even more concerns with the language in this agreement and so once again I have forwarded a copy to Sharon for review.

We expect to have both agreements prepared for the March 7th meeting and will be looking for Board action on each.

Financial Report

00643

The report is showing figures through the first three months and other than the two line items that I mentioned last month I don't have any concerns.

The next meeting will be held on Thursday, March 7, 2013.

The meeting adjourned at 2:10 p. m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Acting Chair Person



New England

January 24, 2013

Mr. Antonio Teixeira
Executive Director
Exeter Housing Authority
277 Water Street
Exeter, NH 03833

U.S. Department of Housing and Urban Development

Office of Public Housing
Boston Hub
Thomas P. O'Neill, Jr. Federal Building
10 Causeway Street
Boston, Massachusetts 02222-1092

RECEIVED

JAN 28 2013

EXETER HOUSING AUTHORITY

Dear Mr. Teixeira:

SUBJECT: Section 8 Management Assessment Program (SEMAP)
Fiscal Year Ending 9/30/2012

The purpose of this letter is to inform you of the Exeter Housing Authority's (EHA's) overall SEMAP score, overall performance rating (designation) and the rating on each SEMAP indicator.

SEMAP enables HUD to better manage the Section 8 tenant-based program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Program. As a result, HUD will be able to provide more effective program assistance to PHAs.

The EHA's overall SEMAP score for the fiscal year ended 9/30/12 is **104%**. Enclosed please find your score on each indicator. The overall SEMAP score is derived by dividing the sum of the indicator ratings by the total possible points. The SEMAP scores are rounded off to the nearest possible whole number. As a result, you're overall SEMAP score of **104%** is as a result of the 5-point Bonus for Indicator #15. The EHA is hereby designated as a **High Performer**.

If you have any questions regarding your SEMAP rating, please contact Robin Gagnon, Public Housing Revitalization Specialist, at (603) 666-7510, extension 3009.

Sincerely yours,

Howard Schindler
Division Director

Enclosure

00645

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Robert Yablonskie (H07844)

PIC Main

SEMAP

Risk Assessment

Logoff

Hub: **1HBOS Boston Hub**
 Field Office: **1FPH MANCHESTER COMMUNITY SERVICE CENTER**
 Housing Agency: **NH014 Exeter Housing Authority**
 PHA Fiscal Year End: **9/30/2012**

Profile

Profile Number: 1
Points Earned: 140
Total Possible Points: 135
Overall Score(in %): 104
Overall Rating: High
Profile Status: Final Rating
Profile Type: None Selected

Indicator #	Previous Rating	Current Rating	HUD/FO Rating
1	NA	15	15
2	NA	20	20
3	NA	20	20
4	NA	5	5
5	NA	5	5
6	NA	10	10
7	NA	5	5
8	NA	5	5
9	NA	10	10
10	NA	5	5
11	NA	5	5
12	NA	10	10
13	NA	20	20
14	NA	NA	NA
Bonus	NA	5	5

Create New Profile

MTCS Extract Details

00646

SEMAP Individual Indicator Score for FYE 09/30/2012**HQ Division :** Public and Indian Housing**HQ Office :** PO Field Operations**Hub :** 1HBOS Boston Hub**Field Office :** 1FPH MANCHESTER COMMUNITY SERVICE CENTER**Field Office****HA :** NH014 Exeter Housing Authority

#	Indicator	Points Achieved	Maximum Points	% Achieved
1	Selection from Waiting List (24 CFR 982.54(d)(1) and 982.204(a))	15	15	100.00%
2	Reasonable Rent (24 CFR 982.4, 982.54(d)(15), 982.158(f)(7) and 982.507)	20	20	100.00%
3	Determination of Adjusted Income (24 CFR part 5, subpart F and 24 CFR 982.516)	20	20	100.00%
4	Utility Allowance Schedule (24 CFR 982.517)	5	5	100.00%
5	HQS Quality Control (24 CFR 982.405(b))	5	5	100.00%
6	HQS Enforcement (24 CFR 982.404)	10	10	100.00%
7	Expanding Housing Opportunities.	5	5	100.00%
8	Payment Standards(24 CFR 982.503)	5	5	100.00%
9	Timely Annual Reexaminations(24 CFR 5.617)	10	10	100.00%
10	Correct Tenant Rent Calculations(24 CFR 982, Subpart K)	5	5	100.00%
11	Pre-Contract HQS Inspections(24 CFR 982.305)	5	5	100.00%
12	Annual HQS Inspections(24 CFR 982.405(a))	10	10	100.00%
13	Lease-Up	20	20	100.00%
14	Family Self-Sufficiency (24 CFR 984.105 and 984.305)	N/A	10	0.00%
15	Deconcentration Bonus	5	5	100.00%