

Housing Authority  
of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833-1719  
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M I N U T E S  
Board of Commissioners  
Thursday, May 2, 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:

Chair Person	Barbara Chapman
Vice Chair Person	Renee O’Barton
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple
Absent: Commissioner	George Bragg

**2. Approval of Minutes of April 4, 2013 Meeting** – Commissioner Allen asked to have the minutes amended as follows: in Item 2 Approval of Minutes March 7, 2013/June 7, 2012 the minutes of March 7, 2013 were approved by a vote of 4 ayes 0 nays. The June 7, 2012 minutes should read **the vote was 3 ayes, 0 nays and 1 recusal.**

On page 5 Barbara Chapman is now **Chair Person and no longer Acting Chair Person.** The minutes were changed to read Chair Person.

Commissioner Allen then made a motion to approve the minutes as amended and the vote was 2 ayes 0 nays. Commissioner O’Barton was absent at the April 4, 2013 meeting.

**3. Weatherization Grant (Unitil)** – Mr. Teixeira reported that a second grant has been received from Unitil in the amount of \$52,494. The grant will be used to increase the R-Value in the attic from R-19 to an R-57. This will be accomplished by providing additional insulation in the attic and air sealing the entire attic deck. Unitil estimates that this energy conservation measure will yield an annual savings of \$10,299. Most of the savings will be seen by the tenants on the third floor.

The project is scheduled to begin in early May and will take approximately one month to complete.

Mr. Marzinzik added that the insulation will be donated to Habitat for Humanity which will be used for homes.

The contractor will clean up at the end of each day and vacuum the hallways.

Chair Person Chapman commented that Unitil certainly has been good to us.

**4. Office Hours to Begin at Linden Fields** – Mr. Teixeira reported that beginning next Wednesday we will begin providing office hours at Linden Fields. We will start out slow and have Jill Birch work out of the community room once a week from 8:00 a. m. to 10:30 a. m. We are optimistic that providing this added service to the residents will enhance the lines of communication between the residents and the office.

Mr. Teixeira thought it was a great opportunity for Ms. Birch to interact with the residents at Linden Fields and to meet the children. He is optimistic that it will work out very well.

Commissioner O'Barton asked if these hours would be increasing and Mr. Teixeira replied that we will revisit the hours as we move forward and increase them if needed.

**5. Maintenance Supervisor's Report** – Mr. Marzinzik reported on the following:

- Spring clean up has been on-going.
- Bark mulch and other beautification projects will begin next week.
- No Trespassing signs have been placed at Linden Fields and Water Street locations.
- Estimates are beginning to come in for refrigerator swap outs.
- Power washing has begun at Water Street and Portsmouth Avenue and will start at Linden Fields soon.

Mr. Marzinzik attended a REAC class on April 6 which was very informative and to see what occurs in different situations. He now knows what to prepare for when REAC inspections are conducted.

The Maintenance Committee meeting will take place on May 16 and he will send out a notice to Committee members.

Commissioner O'Barton asked if no trespassing signs were put up on Portsmouth Avenue. Mr. Teixeira replied that signs should be posted at all properties.

The irrigation will be looked at this week.

Chair Person Chapman asked if we were given a date as to when the paving and striping work will be done. Mr. Teixeira replied that all we have been told is some time at the end of May. We have not been given a definite date.

**6. Section 8 Manager's Report**

April Unit Totals and Figures:

April:	167 Units	\$101,414	Hap (excluding Port Ins)
	3 Port ins	369	Utility Reimbursement
Total	164 Units	\$101,783	Total HAP

Ms. Dooling reported that we are possibly looking at 165 in May.

**7. 10-Minute Audience Participation**

A tenant asked if there were plans of placing a bench out front where people are waiting to be picked up at the front door. Mr. Teixeira replied that it was a great idea and a good location for a bench at the drop-off or pick-up location. Mr. Marzinzik will look into it.

**8. Executive Director's Report**

Mr. Teixeira reported that the Unitil Access Agreement is still being worked on by our attorney.

The sewer interceptor project is scheduled to resume some time at the end of May and we do not have a firm date. We would like to piggy-back onto the town project to resurface our south parking lot this year. We are waiting for them to come out and give us an estimate on this work. It would save us quite a bit by not having to put the project out to bid.

Mr. Teixeira recognized Mary Dupre. We were awarded a \$200.00 grant from the Exeter Garden Club and Mary played a big role in getting this grant. It is going to be used to beautify the grounds. She is now working on a second grant from one of our local banks.

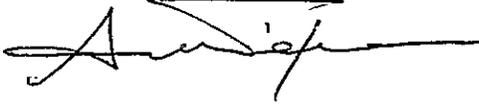
We are now one hundred per cent (100%) occupied which is fantastic.

Financial: Considering the budget cuts brought on by sequestration we are pleased with where we are through the first six (6) months.

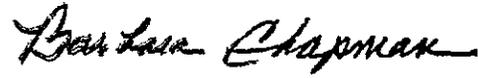
As there was no additional business, Commissioner Allen made a motion to adjourn, seconded by Commissioner O'Barton and the vote was 3 ayes 0 nays.

The meeting adjourned at 1:30 p. m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person