

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  
Thursday, May 1, 2014 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
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

**Item #2 Approval of Minutes of April 3, 2014 meeting** –Vice Chair Person Chapman made a motion to accept these minutes as presented, seconded by Commissioner Sherman and the vote was 5 ayes 0 nays.

**Item #3. Old Business**

**a. Technical Assistance Grant:**

Executive Director Teixeira advised that we are now waiting to hear back from New Hampshire Housing Finance Authority (NHHFA) on whether we will receive the Technical Assistance Grant. The Board is scheduled to meet sometime during the second week of May and we expect to have an answer around that time. In the meantime we are proceeding with the mindset that we will receive the funding and have started some of the preliminary design work.

Executive Director Teixeira stated that he would be meeting with the Town Planner next Thursday morning and that things seem to be progressing.

**b. Direct Deposit Housing Assistance Payments (HAP)**

Executive Director Teixeira indicated that we have started the process of transitioning to the direct deposit of housing assistance payments that we make to our landlords. Notification and authorization letters have been sent out to landlords and management companies. Executive Director Teixeira indicated that Section 8 Manager Dooling expects a good initial response however, a follow up letter will probably be needed. Our goal is to direct deposit as many HAP checks as possible on June 1<sup>st</sup>. A copy of the implementation plan was included in the pre-meeting packet. Executive Director Teixeira mentioned that additional savings were made by mailing the paperwork with the May checks. Executive Director Teixeira also noted that Newmarket Housing has achieved a 90-95% cooperation rate with their landlords and we are hoping for the same.

**Item #4. Maintenance Supervisor's Report:**

Maintenance Supervisor Marzinzik reported that Unit #107 at Water Street was leased on April 15<sup>th</sup>. Maintenance has finished refurbishment of handicap Unit 118 and Unit 212 at Water Street, both of which are being leased today, May 1<sup>st</sup>. Unit 302 at Water Street has also become vacant and should be completed over the next week. It is scheduled to lease on May 19<sup>th</sup>.

Maintenance Supervisor Marzinzik stated that in between vacancies the maintenance department has been working on various spring clean-up projects. Parking lot winter clean-up has been completed. Maintenance will now focus more on inspection repairs following the completion of the vacancies.

Maintenance Supervisor Marzinzik stated that five kitchens have been ordered and will be scheduled for the coming year. Vice Chair Person O'Barton inquired when the kitchens for the entire building would be completed as it seemed that it was ongoing. Maintenance Supervisor Marzinzik explained that there are only 12 left to be done and that we budget so many each year. The third floor kitchens are complete. Executive Director Teixeira explained that the initial bid to do all the kitchens at once was about \$600,000 and that it was much more economical to do them ourselves. Chairperson Chapman asked why the pre-meeting stated four kitchens and Executive Director Teixeira indicated that at the current pricing four was the feasible amount, however, Maintenance Supervisor Marzinzik was able to negotiate the price to incorporate five kitchens.

Vice Chair Person O'Barton inquired if additional pruning would be done to which Maintenance Supervisor Marzinzik advised that it would be done in house and that the arborist would not be returning.

**Item #5. Section 8 Manager's Report:**

Section 8 Manager Dooling reported that the program is finally at 169 vouchers and the following figures:

## April Unit Totals and Figures:

April	170 Units	\$ 99,935	Hap (excluding Port In)
	1 Port in	733	Utility Reimbursement
Total	169 Units	\$100,668	Total HAP

Section 8 Manager Dooling noted that she is leasing a few extras to make up the difference of prior months. Section 8 Manager Dooling reported that she would be attending the Tri-State Conference next week as well as a SEMAP training the following week. Commissioner Allen inquired if she had participated in the Happy Housing Pro Training that was scheduled this week. Section 8 Manager Dooling indicated that she had and explained that this particular training showed what landlords would see on their end of the direct deposit statements. Vice Chair Person O'Barton asked who assigned the system sign on numbers. Section 8 Manager Dooling indicated that she chose a number for the system to start with and then it automatically assigns. Commissioner Gjettum mentioned that most people are already on-line with their own banking.

**Item #6. 10 Minute Audience Participation:**

Water Street tenant Linda Thayer inquired about changes in the downtown area where Phillips Exeter Academy would be taking over a block of business. No one seemed to know any further details.

Executive Director Teixeira thanked 277 Water Street resident Mary Dupre for securing a grant for plantings. Mary Dupre reported that this would provide for some plantings along the front entrance way.

Water Street Tenant Connie Mitchell asked if donations for plantings would also be accepted to which Executive Director Teixeira replied that they would.

**Item #7. Executive Director's Report:****Part-Time Administration Assistant Position:**

Executive Director Teixeira reported that the part-time administration assistant position is in the process of being filled. We made our decision late last week and are currently working through the hiring process; we anticipate a start date of May 12<sup>th</sup>. The position will be filled by Joan Wallace and it is expected to work out well. Executive Director Teixeira stated that it was quite a process as he had received over 100 resumes.

**Budget Report:**

Executive Director Teixeira stated that other than the line items that were mentioned last month both budgets look good through the first six months.

**Tri- State Conference:**

Executive Director Teixeira reported that the Conference begins this Sunday and wraps up on Tuesday. We have three Commissioners and three employees registered for various training sessions over the three day period. The opening session begins at 3:30pm on Sunday with several guest speakers including Senator Jeanne Shaheen from New Hampshire.

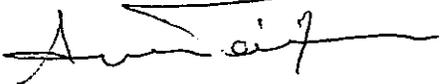
Executive Director Teixeira reported that the Tenant's Council has planned a yard sale for June 28<sup>th</sup> with a rain date of the 29<sup>th</sup> and invited all to come by. Vice Chairperson O'Barton inquired if the Council was accepting donations to which Executive Director Teixeira indicated that they would be on June 26<sup>th</sup> & 27<sup>th</sup>.

Maintenance Supervisor Marzinik inquired about items that were not sold and Executive Director Teixeira advised that items not sold would be disposed of following the event. Water Street tenant Martha Mowry noted that the Council would arrange with local organization Wonderland to take items not sold.

Chair Person Chapman made a motion to adjourn the meeting, seconded by Commissioner Allen.

The meeting adjourned at 1:32 p.m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person