

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, June 5, 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 May 1, 2014 meeting – Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 5 ayes 0 nays.

Item #3. Public Hearing 2014 Capital Improvement Plan and Annual Plan

Executive Director Teixeira explained that we are mandated to provide an opportunity for public comment on the projects that will be funded with the 2014 Capital Grant and also the review of our Annual Plan. The notice for public comment had been posted on the town website for the required period. Executive Director Teixeira noted that we are currently in year four of the five year plan with the fifth year beginning in October. Executive Director Teixeira reviewed each of the projects that will be funded by line item. Commissioner Allen inquired about the expiration date in the corner of the form and Executive Director Teixeira explained it is for the form itself and is currently the only one available. Commissioner Allen also inquired about any changes from the prior copy of the plan received at the prior meeting. Executive Director Teixeira advised the board that HUD is now requiring that quantities be listed on the plan and that was the only major change.

Item #4. Acceptance of 2014 CIP Grant and Approval of Annual Plan

Chair Person Chapman read the following resolution. Commissioner Allen made a motion to accept the resolution as read, seconded by Vice Chair Person O'Barton. The resolution was accepted with 5 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Annual Plan and Accept the 2014 Capital Grant

The following resolution was introduced by Chairwoman Chapman on June 5, 2014 and read in full and considered:

RESOLUTION NUMBER 6-2014

Be it resolved by the Board of Commissioners to approve the Annual Plan and accept the 2014 Capital Improvement Grant in the amount of \$126,352

AYES

NAYS

Barbara Chapman Board Chairwomen

Renee O'Barton Board Vice Chairwomen

Vernon Sherman Commissioner

Boyd Allen Commissioner

Pamela Gjettum Commissioner

Item #5. Old Business**a. Proposed Development of LIHTC Housing (Report)**

Executive Director Teixeira noted that he was pleased to announce that we received the Technical Assistance Grant from New Hampshire Housing Finance Authority totaling \$30,000. The proceeds will be used to determine the feasibility of the proposed project. We were fortunate to find companies that were willing to work with us without knowing for certain if we would receive the grant. This allowed us to get a jump on some of the preliminary work which allowed us the opportunity to submit our preliminary application to NHHFA before the submission deadline of May 31st. A conceptual design plan of the site and the various floor layouts was attached for the board's review.

Executive Director Teixeira stated that he was not sure if we would have all our ducks in a row for the final application which is due at the end of August. Zoning issues may present a delay as well as the certification of staff members. Executive Director Teixeira reported that an option being explored is purchasing land from one of the abutters whom he has approached. We would be looking to purchase an additional 2-3 acres. Commissioner Allen inquired if this purchase would avoid the current zoning issues to which Executive Director Teixeira responded yes. Vice Chair Person O'Barton asked how much land was actually needed? Executive Director Teixeira responded that he was not sure of the exact amount and that he would be meeting with the development team tomorrow and would have a better idea then. Commissioner Allen wondered if the current owner of the land would have to subdivide with the answer being yes. Chair Person Chapman asked if the current owner of the land would get back to Executive Director Teixeira to which he noted that he was supposed to.

b. Direct Deposit Housing Assistance Payments

Section 8 Manager Dooling reported that the Direct Deposit of Landlord HAP Payments was successfully launched for our landlords June 1st. There was a great response for the first month of June. We had over seventy landlords sign up in time for June payments. Of the remaining landlords, Section 8 Manager Dooling reported the following breakdown of reasons Landlords that have not signed up:

Selling Property:	2
Tenant relocating:	1
Switched (not in time for June):	4
Utility Companies:	3
No Reply to date:	5
Refused:	1
<u>On the Program</u>	<u>75</u>
Total	91

Section 8 Manager Dooling explained how utility reimbursements work and that it was still questionable as to how that would work with direct deposit. She also explained the process of the paperwork landlords had to complete and how she worked with the bank to prepare a pre-note which was basically a test run done prior to the live run. Section 8 Manager Dooling also explained the security tokens provided by the bank which requires approval of the Executive Director for the release of the funds. Chair Person Chapman commended Executive Director Teixeira and Section 8 Manager Dooling on a job well done.

Item #6. Tri-State Conference Report

Executive Director Teixeira reported that six members of the EHA attended the Tri-State Conference which was held during the first week in May at the Harborside Hotel in Portsmouth. The three day conference which began on Sunday was kicked off with several guest speakers including Senator Jean Shaheen and Congresswomen Carol Shea Porter. Training sessions were offered on Monday and Tuesday which included blended occupancy, maintenance worker safety, role of the Board and how to manage aggressive behavior. Executive Director Teixeira stated that he attended the blended occupancy session and found it to be very informative, particularly with regard to the tax credit information. Considering the date change, he thought the conference to be quite successful. Chair Person Chapman found the Commissioner Training speaker who presented quite interesting. Handbooks ordered from the trainer were given to each commissioner at the meeting.

Item # 7. Maintenance Committee Report

Vice Chair Person Chapman reported on the Maintenance Committee Minutes. She noted that the caulking project would likely begin soon. She reported on the landscape projects at the various properties and mentioned that the committee is seeking new members.

Item # 8. Maintenance Supervisors Report

Maintenance Supervisor Marzinik reported that Unit 302 at Water Street was refurbished and occupied on May 19. We are currently at capacity and have no vacant units. Maintenance can now focus on some REAC items. Maintenance has been busy with landscape at all properties. Mowing, edging, weeding and mulching is ongoing. He noted that part-time employee Jautaikis' expertise in the landscape field has been helpful. We are currently in the process of installing a new counter space and window/frame in the office here at Water Street. We are also in the process of installing a new desk right at the window for our new part time employee Joan. Projects planned for the summer include fence replacement at Portsmouth Avenue/Auburn Street and Linden Fields playground. Maintenance Supervisor Marzinik inquired about the age of the current fence at Portsmouth Avenue to which Executive Director Teixeira informed us that the right side was replaced about 6 years ago and the left side to be replaced is about 15 years old. Maintenance Supervisor Marzinik noted that the new fence would be water sealed.

Executive Director Teixeira mentioned that HUD would be performing the REAC inspection this year. Commissioner Sherman inquired as to when to which Executive Director Teixeira said that they could notify us any time with a date. The family apartments are of particular concern and Maintenance Supervisor Marzinzik mentioned that he would be doing a pre-inspection prior to their arrival as this will be his first REAC inspection. Public Housing Manager Birch inquired how much notice would be given from HUD to which Executive Director Teixeira thought would be 5-6 weeks.

Item #9. Section 8 Manager's Report

Section 8 Manager Dooling reported the following figures:

May Unit Totals and Figures:

May	172 Units	\$101,367	Hap (excluding Port In)
	1 Port in	725	Utility Reimbursement
Total	171 Units	\$102,092	Total HAP

Section 8 Manager Dooling noted that the program is right on target and looks good for May with a full house. We are looking good for the overall year now. Hopefully, things will settle down and continue to stay steady. She also reported that the recent SEMAP training on utilization has been useful.

Item #10. Ten Minute Audience Participation

277 Water Street tenant Evelyn Orr asked to mention the upcoming yard sale and wanted to let the commissioners know the dates and times the Tenant's Council would be accepting donations.

277 Water Street tenant Mary Dupre noted how the wall sconces were illuminated for the meeting and how clean they looked.

Item #11. Executive Directors Report

Financial Report: Executive Director Teixeira stated that budget for both programs looks good thru seven months. We do have some line items that are running over but, overall both programs are doing well.

Part-Time Position:

Executive Director Teixeira reported that he was pleased to announce that Joan Wallace has been hired to fill the vacant part-time administrative position that opened up with Claire's retirement. Joan came aboard in early May and appears to be a perfect fit for the position. He suggested the Commissioners stop in for a quick hello.

Resident Cookout:

Executive Director Teixeira stated that the annual resident cookout at Water Street is scheduled for Friday August 8th at 12:00. Steak and chicken tips will be served along with other good stuff prepared by our resident chefs. He suggested that the Commissioners mark their calendars.

Executive Director Teixeira mentioned that initially 2 cookouts were anticipated but tenants felt a date in June would be too close to the yard sale. It is hopeful that another date will be considered.

Executive Director Teixeira also established that the Board of Commissioners would not be meeting in the month of July and that the next meeting would be held in August.

Public Housing Manager Birch inquired if the Tenants Council would be advertising the yard sale to which 277 Water Street resident Orr stated that signs would be posted around town as well as a breakfast board in the front of the building the week of. Maintenance Supervisor Marzinik mentioned advertising on Craig's List. Commissioner O'Barton inquired about donations and Public Housing Manager Birch advised that she could give her the flyer showing items accepted and times for donations.

Chair Person Chapman made a motion to adjourn the meeting.

The meeting adjourned at 1:50 p.m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person