

Housing Authority  
Of the  
Town of Exeter  
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Exeter, NH 03833  
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M I N U T E S  
Board of Commissioners  
Friday, August 8, 2014 10:30 a. m.  
Community Room, 277 Water Street  
Exeter, NH 03833

**Item #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	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

Absent: Commissioner Vern Sherman

**Item #2. Approval of Minutes of June 5, 2014 Meeting**

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Vice Chair Person O'Barton and the vote was 4 ayes and 0 nays.

**Item #3. Award Contract for Window Re-Caulking and EIFS Panel Repair at Squamscott View Apartments**

Executive Director Teixeira explained that sealed bids were opened on Tuesday August 5, with two contractors submitting bids. The bid amounts received exceed what was budgeted for the project. One of the bids was rejected as it did not include several required documents. The lone bid for consideration came in at \$62,700 well over the \$32,852 we have budgeted. After considering several cost saving measures we approached the contractor with the option of having the EHA purchase the materials. The contractor agreed and lowered his bid to \$48,700. We contacted several vendors and came up with a materials cost of \$6,275 which would put the new overall cost of the project at \$54,975 leaving a shortfall of \$22,123. To make up the shortfall we are proposing to defer what we consider two less urgent projects, kitchen renovations and lobby carpeting. Combined this would free up \$25,323 putting us well within budget.

Commissioner Gjettum asked why there was such a big difference between the budgeted amount and the actual cost. Executive Director Teixeira explained that we anticipated the bids would exceed what was budgeted for the project and that the plan was to either complete the project in two phases or defer some projects that we felt were less critical. The \$32,852 we have budgeted is basically what we had to work with.

Maintenance Supervisor Marzinik explained that the project entailed deterioration of sills and rotting backer rod which creates the breakdown. The material needs to be dug out and patched and will require two coats of paint. This is a tedious job but will prevent leaks and drafts. Commissioner O'Barton inquired when the project would begin and Maintenance Supervisor Marzinik thought it would be mid-September.

Commissioner Allen made a motion to accept the recommendation and award the contract for Window Re-Caulking and EIFS Panel Repair at Squamscott View Apartments in the amount of \$48,700. The motion was seconded by Commissioner Gjettum and accepted with a vote of 4 ayes and 0 nays.

**Item #4. Award Contract for Crack Sealing at 277 Water Street, Linden Fields and Auburn Street**

Executive Director Teixeira advised that we had received three bids for Crack Sealing as follows:

JLP, Epping, NH	\$2510.00
Blacktop, Auburn, NH	\$3900.00
Alpha, Brentwood, NH	\$3329.00

Executive Director Teixeira recommended that the contract be awarded to JLP based on them submitting the lowest bid. The project will be funded out of the 2014 Capital Grant.

Vice Chair Person O'Barton made a motion to award the contract for crack sealing at 277 Water Street, Linden Fields and Auburn Street to JLP of Epping, NH in the amount of \$2510.00. The motion was seconded by Commissioner Allen and accepted with a vote of 4 ayes and 0 nays.

**Item #5. Old Business**

**a. Report on Proposed Development of LIHTC**

Executive Director Teixeira explained that at this point we won't have our application completed before the August 28<sup>th</sup> deadline. This will give us another year to work thru some of the challenges we have encountered and more time to put together a solid application. The biggest obstacle we face at this point is meeting zoning density requirements. The amount of land that we will be donating won't support the number of units we are proposing to build. We are basically looking at two options. The first is to request a variance which I'm told would be a challenge. The second would be to purchase additional land from one of our abutters which at this point looks very promising.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Marzinik reported that the Maintenance Department has cleaned up the playground at the Linden Fields property. Old debris was removed and replaced with 20 yards of a sand base and 24 yards of playground chips.

Fence replacement and repairs have begun at the Linden Fields and Auburn Street Properties.

Maintenance has also been busy preparing for REAC inspections on all of the properties as well as regular updating, improvements and repairs. Maintenance Supervisor Marzinik explained that this would be his first REAC inspection and he would like to maintain the high marks previously received. He explained that he has focused on drainage at the properties as this is one of the areas scrutinized by REAC.

Six spruce trees will be removed from the Water Street property within the next two weeks. Due to disease, other limbing will also take place.

Executive Director Teixeira noted how fantastic the grounds look and commended Maintenance for a job well done.

**Item #7. Section 8 Manager's Report**

Section 8 Manager Dooling reported the following figures.

June Unit Totals and Figures:

June	:	174 Units	\$101,067	Hap (excluding Port In)
		1 Port in	636	Utility Reimbursement
Total		173 Units	\$101,703	Total HAP

July Unit Totals and Figures:

July	:	174 Units	\$ 99,726	Hap (excluding Port In)
		3 Port in	832	Utility Reimbursement
Total		171 Units	\$100,558	Total HAP

Section 8 Manager Dooling explained that the Section 8 program was maintaining well and that the numbers are now dropping off as anticipated. Utilization is where it should be. Commissioner Gjetton inquired why we had lost people and how the utilization worked. Section 8 Manager Dooling explained that she had lost tenants who had to relocate to a nursing home or had become full rent and how they look at utilization of the vouchers and money over the entire year. Executive Director Teixeira commented that even HUD had commented on the tight utilization of the program.

**Item #8. Ten Minute Audience Participation**

A resident inquired if we are still accepting applications to which the response was yes, the waiting list here is still open. Vice Chair Person O'Barton asked what we recommend people do while waiting for housing. Section 8 Manager Dooling noted that we suggest that people apply everywhere.

**Item #9. Executive Directors Report****Financial Report:**

Executive Director Teixeira reported that both programs look very good through nine months and is expected to continue through the end of our fiscal year. We are currently working on preparing the F/Y 2015 Operating Budget and will have it ready for Board approval at the September Board meeting. With Congress adjourned for August recess and not returning until September 8<sup>th</sup> it's unlikely that Congress will have time to pass the F/Y 2015 spending bill which would result in a continuing resolution through at least the mid-term November elections. The continuing resolution would likely provide funding at current F/Y spending levels. After that there's no way of knowing what the funding levels will be.

**Part- Time Office Administrator:**

Executive Director noted that we are sad to report that Joan Wallace will be leaving us in September as she will be moving back to her home State of Ohio. We have enjoyed working with Joan and wish her the very best. Executive Director Teixeira explained that he is considering cutting the position in half in 2015 as the new software and the transition of recertifications of the Public Housing Program will decrease the workload.

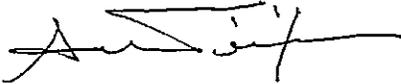
**Tenant Council Yard Sale:**

Executive Director Teixeira stated the he was pleased to report that the tenant council yard sale that was held back in late June was a success. Mother Nature cooperated and delivered a gorgeous day that brought out a large crowd. It was nice to see the residents come together and work as a team toward a common goal. After expenses the yard sale netted around \$850.00.

Vice Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Allen.

The meeting adjourned at 11:10 a.m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person