

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
(603)778-8110  
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M I N U T E S  
Board of Commissioners  
Thursday, April 9, 2015 1:00 PM  
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	Vern Sherman
Commissioner	Pam Gjettum
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

Absent:

Section 8 Manager	Margaret Dooling
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**Item #2. Approval of Minutes of March 12, 2015 Meeting**

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

**Item #3. Election of Officers**

Chair Person Chapman reported that the Board of Commissioners met following the last meeting and have elected the same officers to serve another year with Barbara Chapman as Chair Person and Renee O'Barton as Vice Chair Person.

**Item #4. 2015 Capital Improvement Budget and Five year Action Plan**

Executive Director Teixeira explained that the Housing Authority is in the process of finalizing both the 2015 capital improvement budget and five year action plan. Both plans will be presented at the May 7, 2015 board meeting at which time board members, residents, and the general public will have an opportunity to comment on each of the plans and propose any work item(s) that were not identified. All newly proposed work

items will be presented to the resident advisory committee for consideration and if necessary a revision will be made. The final plans will be presented to the Board of Commissioners at the June 4, 2015 meeting at which time the board will be asked to adopt both plans. Executive Director noted that he and Maintenance Supervisor Marzinik have been working on the five year plan together.

**Item #5. Old Business**

**a. LIHTC Proposed Development:**

Executive Director Teixeira reported that the development team met last month to discuss the project and consider any funding sources that may have been overlooked that could help with the cost associated with the planning and design of the project. It was suggested that perhaps a local bank might offer a grant for developing low income housing however, we had no luck. We have also reached out to the engineering firm that would be handling the site design to see if they would consider lowering their cost with the understanding if the project gets funded we would have access to additional funds. They asked us to provide them with a budget number the project could support which we did and are waiting to hear back. Our consultant has expressed concern with the future of the project if the contractor is unwilling to lower his price or if additional funding can't be secured. Executive Director Teixeira explained that the contractor would have to lower their price by about \$8000 and that other options would be submitting an incomplete application or putting the project on hold.

Commissioner Gjetton asked about other banks to which Executive Director Teixeira stated that he had only approached the banks we currently do business with. Chair Person O'Barton inquired when the request was made with the contractor to which Executive Director explained was about a week ago. Commissioner Sherman mentioned obtaining a donor who could receive "naming rights" or one we could repay. Executive Director Teixeira stated that he would discuss the legality of these suggestions with the consultant. Commissioner Sherman also inquired what the consultants opinion of the success of the application was to which Executive Director Teixeira noted he found it likely to receive funding in the second year. Chair Person Chapman asked about the purchase option for the land which will expire in 2016. Executive Director Teixeira explained that an extension would be requested if necessary. Commissioner Gjetton mentioned the increasing construction costs and both Commissioner Sherman and Maintenance Supervisor Marzinik suggested exploring several smaller donations from some of our vendors.

Executive Director Teixeira noted that we would have to make a decision how to proceed at the May meeting. Commissioner Allen asked how

much of the grant has been spent and Executive Director Teixeira stated that about \$10,000 of the \$30,000 had been spent.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Marzinik reported that Unit #122 at 277 Water Street is being prepared for lease this Friday, April 10<sup>th</sup>. A four bedroom unit at Linden Fields will be completed for lease on April 17<sup>th</sup>. A new bathroom was installed along with new cove base, heaters and a new stove.

Maintenance Supervisor Marzinik explained that the Maintenance Department is gearing up for spring cleaning of the sand and debris from the long winter despite the snow today. He noted that the gutter that was damaged in the winter is scheduled for replacement this week. Commissioner Sherman asked how much the damage amounted to and was advised \$3,800 by Executive Director Teixeira. Maintenance Supervisor Marzinik mentioned that some spot repair will be done at the same time and that the company was able to match the color.

Maintenance Supervisor Marzinik noted that other regular maintenance continues.

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

Executive Director Teixeira reported the following figures on behalf of absent Section 8 Manager Dooling. He noted that the program has had a great deal of movement with deaths and tenants going off or being removed from the program.

March Unit Totals and Figures:

March	174 Units	\$ 99,503 Hap (excluding Port In)
	5 Port in	238 Utility Reimbursement
Total	169 Units	\$ 99,741 Total HAP

**Item 8. Ten Minute Audience Participation**

No items were presented during this period.

**Item 9. Executive Directors Report**

**Financial Report:**

Executive Director Teixeira reported that the overall budget for both programs looks fairly good after five months. On the Public Housing side we are seeing some line items that are running over which have to do with the major increase in the utility rate and the extremely harsh winter. Now that the winter is behind us we can expect to see some of these line items begin to level off. Executive Director Teixeira explained the categories running over include electric, gas, fuel, sundry, labor and rents. Many items will likely start to see improvement as the year progresses. One of the items which has put the

sundry category in question is the license fee for our software which is almost \$10,000 in the beginning of the fiscal year.

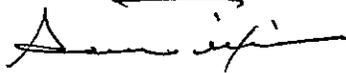
Executive Director Teixeira noted that we are still awaiting the 2015 Operating Subsidy amounts and is hoping for some additional funds due to the increased utilities and should have a better idea by the May meeting. Executive Director Teixeira also mentioned that the decrease in rents reflected the increased utility allowances and could be changed should the rates decrease so we could recapture 3 months of some of that money.

Commissioner Sherman inquired how the transition of the annual recertification process on the Public Housing side was going. Public Housing Manager Birch reported that it was going well and nearing completion with the August recertifications.

Chair Person Chapman made a motion to adjourn the meeting.

The meeting adjourned at 1:28 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person