

**Exeter Housing Authority
Board of Commissioners Meeting
January 8, 2016
3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the November 6, 2015 Meeting
3. Financial/Compliance Audit FY 2015
4. LIHTC Project Update
5. Community Development Block Grant (CDBG) Report
6. Maintenance Supervisors Report
7. Section Eight Managers Report
8. Ten Minute Audience Participation
9. Executive Directors Report
10. Adjournment

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
Friday, January 8, 2016 3:15 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	Boyd Allen
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Commissioner	Vern Sherman
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Item #2. Approval of the Minutes of the November 6, 2015 Meeting

Commissioner Allen made a motion to accept these minutes as presented, seconded by Commissioner Gjettum and the vote was 4 ayes and 0 nays.

Item #3. Financial/Compliance Audit FY 2015

Executive Director Teixeira reported that the annual financial and compliance audit took place during the week of December 7th, and was pleased to report that the audit revealed no findings. Commissioners were presented with a copy of the year-end audit checklist which gives a better sense of what the auditors are examining during their visit.

Executive Director Teixeira noted that he anticipates having the full report sometime over the next few weeks and will provide copies at the February meeting. Commissioner Allen congratulated the Housing Authority on the successful audit.

Item #4. LIHTC Project Update

Executive Director Teixeira explained that the contractor has completed the survey work at both properties. A preliminary yield plan has also been prepared to determine how many units we could develop between two properties. Based on the contractors'

calculations, which includes bonus points for developing low income housing, we could potentially develop up to 18 units between the two properties. Executive Director Teixeira reported that he will meet with the interim Town Planner to present the preliminary yield plan and will present the same to the planning board and ZBA sometime in February. If that goes well, we will move into the design phase.

Item #5. Community Development Block Grant (CDBG) Report

Executive Director Teixeira reviewed the list of projects that we hope to complete with the CDBG funds. These are the projects that were identified during the energy audit that was conducted back in November. You will note that we fall about \$95,000 short of what is needed to complete all of the projects. To make up the difference, we would be using a combination of reserve and capital grant funds to cover the shortfall, with \$65,000 coming from the reserve and \$30,000 from the 2015 capital grant. It is also important to note that once we put some of these projects out to bid, this number could change which would force us to rethink some of the work items.

Executive Director Teixeira stated that he will be attending the Public Hearing on Monday, January 11th to present the proposal for the grant to the Board of Selectman.

During the review of the outlined projects Commissioner Gjettum asked if Maintenance Supervisor Marzinzik agreed with the pump timer to which he expressed his concern of the hard water resulting in remnants in the pipes. Commissioner Allen inquired if the water pump timer could be set to shut off at certain times to which Executive Director Teixeira advised that it could. Commissioner Allen also inquired as to what measure the pay back was recorded in to which Executive Director explained that it was in years.

Executive Director Teixeira further explained some detail of the items outlined in the projects. Lighting controls would allow for interior lighting to be set to timers for less active periods of the day and that bathroom lights with fans in the family units would prevent wall and ceiling damage. Commissioner Allen mentioned a constrictor which tightens the water flow would be effective like the low flow showers which could possibly be removed by tenants.

Executive Director Teixeira noted that plans for solar panels at the Auburn Street property would result in virtually no utility bill which would be a great benefit to families. He also reported that plans for a wood pellet fired heat and hot water system for the Linden Fields property would be further explored by visiting an existing Housing Authority in Vermont which has a similar system in place. Plans for the visit are in the next week. Commissioner Allen asked if an auger device would be used for the pellets

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and Executive Director Teixeira reported that a silo type structure would house the pellets somewhere on the property.

Executive Director Teixeira concluded that the application for the grant is due by January 31st and notification if awarded would be in April and if successful, funds would be available in July.

277 Water Street Tenant Nancy Hunt asked if she could inquire about some projects she would like to see addressed. First she asked if additional supports could be added in the ladies room outside the community room. Executive Director Teixeira noted that supports were already in place and that the bathroom was ADA compliant. Nancy also wondered if drying time could be adjusted on the dryers in the laundry room. It was noted that the Exeter Housing Authority does not own or operate the machines and that issue would have to be addressed with MacGray. The resident also wondered about the elevator on the north side of the building. Executive Director Teixeira noted that several months ago it did break down, however, there have not been any issues in recent months and the elevator is inspected on a monthly basis.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik noted that we had one transfer for January 1st at 277 Water Street. This was a handicap unit which allowed the Housing Authority to experiment by installing new vinyl plank flooring. This allows for an easy transition from room to room particularly for those in wheelchairs. The empty unit from the transfer will be ready for lease up on the 15th of this month. Maintenance Supervisor Marzinzik was also happy to report that the Housing Authority has contracted with Pinard Waste Systems, Inc. for trash and recycling for Linden Fields and 277 Water Street. Portsmouth Avenue and Auburn Streets have converted to blue bag disposal.

277 Water Street Resident Mary Dupre mentioned that the recycling toter cover is quite heavy. Maintenance Supervisor Marzinzik stated that he would open one side of the cover to assist with this.

Item #7. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and announced that the year concluded by using all but 9 of the 2028 units and fell about \$4000 under the budgeted dollar figure allotted resulting in a 99.5% success rate. Commissioners commented on a job well done.

December Unit Totals and Figures:

December	171 Units	\$102,835 Hap (excluding Port)
	2 Port in	373 Utility Reimbursement
Total	169 Units	\$103,208 Total HAP

Item #8. Audience Participation

277 Water Street resident Mary Dupre asked if the trash and the heat in the Greenhouse could be looked at as it did not seem warm enough. Maintenance Director Marzinik advised that he would investigate these issues.

277 Water Street Resident Nancy Hunt commended the Maintenance Department on their fine job with snow removal. She noted that snow removal at 277 Water Street exceeds any other location she has seen.

Item #9. Executive Directors Report

Job Vacancy:

Executive Director Teixeira reported that we are currently in the process of filling the maintenance assistant position that was vacated by Mark Egan. He explained that we will be conducting second interviews with candidates this week and hopeful to have a decision by the end the month.

Financial Report:

Executive Director Teixeira noted that it is early on but that the budget through the first two months looks good. The Housing Assistance Payments line item (HAP) is showing a slight deficit, but we expect this will balance out once HUD reconciles our final utilization for FY 2015.

277 Water Street resident Nancy Hunt asked how Public Housing here was funded to which Executive Director Teixeira explained that it is federally funded.

Chair Person Chapman made a motion to adjourn the meeting at 4:00 p.m., seconded by Commissioner Allen.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person

**Exeter Housing Authority
Board of Commissioners Meeting
February 5, 2016
3:15 PM
Community Room
277 Water Street
Exeter, NH 03833**

Agenda

1. Roll Call
2. Approval of Minutes of the January 8, 2016 Meeting
3. Financial/Compliance Audit Report FY 2015
4. LIHTC Project Update
5. Maintenance Position Vacancy (Filled)
6. Maintenance Supervisors Report
7. Section Eight Managers Report
8. Ten Minute Audience Participation
9. Executive Directors Report
10. Adjournment