DRAFT

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Friday, November 6, 2015 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	(arrived late at Item #2)
Commissioner	Vern Sherman	
Commissioner	Boyd Allen	
Commissioner	Pam Gjettum	
Executive Director	Tony Teixeira	
Maintenance Supervisor	Dustin Marzinzik	
Public Housing Manager	Jill Birch	

Absent:

Section 8 Manager	Margaret Dooling

Item #2. Approval of the Minutes of the October 2, 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. Year-End Figures FY2015
Executive Director Teixeira reported the year end numbers and was pleased that both programs ended in the black with Public Housing netting a profit of $47,635 and Section 8 a profit of $16,556. Commissioner Sherman mentioned the e-mail received from the fee accountant complimenting Executive Director Teixeira on the year end results. Executive Director Teixeira commented that it was a group effort. Commissioner Allen asked if the loss in utilities on the year-end report was a result of the high electrical rates and Executive Director Teixeira stated that it was.

Item #4. Electronic Devices and Distracted Driver Safety Police (Board Resolution)
Executive Director Teixeira recommended that the Board adopt an attached Electronic Devices and Driver Safety Policy which address the use of personal or business electronic devices while driving or operating company equipment and provides

guidelines for safe driving. The policy was prepared to address the Hands Free Electronic Device Law that went into effect earlier this year. The language in the policy that specifically addresses the use of electronic devices is what the Town adopted earlier this year. Commissioner Gjettum asked how this policy was different from the law and Executive Director Teixeira stated that it essentially protects the Housing Authority and Commissioner Sherman mentioned that it assists in avoiding lawsuits. Maintenance Supervisor Marzinzik mentioned that it necessary to communicate with other staff to coordinate during snow removal but he supposed they could utilize speaker phone for that. Chair Person Chapman read the following resolution which was approved with a vote of 5 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to adopt the Electronic Devices and Distracted Driver Safety Policy

The following resolution was introduced by Chairwoman Chapman on November 6, 2015 2015 and read in full and considered:

RESOLUTION NUMBER 11-2015

RESOLVED:

That the Exeter Housing Authority adopts the Electronic Devices and Distracted Driver Safety Policy.

AYES	NAYS
Barbara Chapman Chair Person	
Renee O'Barton Vice Chair Person	
Vernon Sherman Commissioner	
Boyd Allen Commissioner	
Pam Gjettum Commissioner	

Chair Person Chapman thereupon declared said motion carried and said resolution was approved on November 6, 2015.

Item #5. LIHTC Project Update

Executive Director Teixeira noted that the survey work is currently underway at both properties and will continue off and on over the next two weeks. Once the survey is complete the engineering firm will be able to prepare an accurate density yield plan which will reveal how many units can be developed between the two properties. Once we have the unit count our consultant will perform a project cost study to help determine the viability of the project and the likelihood of it being funded. The results of the project cost study will help determine which direction to move in. Chair Person Chapman inquired about the amount of the cost study and Executive Director Teixeira stated that the payment for this service is picked up by the grant.

Item #6. Community Development Block Grant (CDBG)

Executive Director Teixeira stated that the Exeter Housing Authority would be applying for a Community Development Block Grant (CDBG). The grant application is due at the end of January and has a maximum value of $500.000. The Town of Exeter would be the actual grantee and would be responsible for managing and dispersing the funds on behalf of the EHA. We are working with Donna Lane who has a great deal of experience with the application process and her fee would be subtracted from the grant. If awarded we would use the funds to help with energy conservation measures including converting heating systems and measures to reduce our energy and water consumption. We will use the results of the energy audit that was conducted last month to help determine which energy conservation measures we should undertake. Vice Chair Person O'Barton inquired how Donna Lane would be paid if the grant were not funded and Executive Director Teixeira stated that if it is not funded, she does not receive payment. Commissioner Allen asked if the Town would receive payment for managing the fund and Executive Director stated that he was unsure.

Executive Director Teixeira mentioned that he would like to consider utilizing Public Housing Reserves to help support project expenses. He also noted that if the reserve money is not spent that it could be reclaimed by HUD at some point. Commissioner Allen asked if the projects that would be funded with reserve funds would be identified in the Energy Audit and Executive Director stated yes. Commissioner Sherman mentioned that many Housing Authorities do not have any reserves and suggested that if money is not used for heating conversion that some funds be used for other projects. Commissioner Allen noted that this a nice reinvestment opportunity. Commissioner Gjettum asked if it must be used for Public Housing and that if it was possible to use this money to accommodate the LIHTC project needs and Executive Director Teixeira stated that it could not be used for LIHTC. Executive Director Teixeira stated that he is awaiting the energy audit results and that the family units seem to have been hit the

hardest with electrical bills therefore heating conversion in the family units would be a priority.

277 Water Street resident noted that she had been told of some Water Street residents with electrical bill in excess of $400 a month and noted that residents using oxygen may have larger bills. Executive Director Teixeira stated he had not heard of anyone here with bills that high in one month and that he accounts for the consumption for each unit when establishing the utility allowance. Commissioner Sherman noted that Unitil provides the Exeter Housing Authority with the consumption data yearly.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik stated that a two bedroom Unit at 7 Linden Fields was leased on October 9th and Unit 222 at Water Street was leased on November 1st and provided the opportunity to replace one of the remaining older kitchens while vacant. Installers who replaced the kitchen in unit 222 have been hired to replace three kitchens this week of current tenants who have been awaiting their new kitchens. Cabinet installation and new kitchen flooring installation is underway and expected to be completed today following a one day delay with the installers. Commissioner Sherman asked if there was money budgeted for fiscal year 2016 for some additional kitchens and Executive Director Teixeira stated that there was.

Maintenance Supervisor Marzinzik reported that a new garage door has been installed and some in house modifications have been made to the molding to allow for the installers to attach the weather-stripping which was completed today. The furnace mentioned at the last meeting was also installed and is a better unit with a lifetime warranty on the heat exchanger.

Maintenance Supervisor Marzinzik stated that he has also begun examining snow removal and treatment equipment in preparation for the upcoming season. He has been trying to save money on ice melt and investigated a better product from Utah however shipping has outpriced the product so they will be using a product which was used last year. Maintenance Supervisor Marzinzik reported that a new spreader have been ordered to replace the unreliable 2002 model and that the new plastic/stainless product will be easier to maintain.

Item #8. Section Eight Managers Report

Executive Director Teixeira reported the following figures on behalf of Section 8 Manager Dooling and stated that overall it was a great year.

October Unit Totals and Figures:

October	176 Units	$103,790 Hap (excluding Port In)
	6 Port in	342 Utility Reimbursement
Total	170 Units	$104,132 Total HAP

Item #9. Ten Minute Audience Participation

277 Water Street resident inquired about the issue with the dumpster not being emptied as scheduled. Maintenance Supervisor Marzinzik stated that he has been addressing the issue since July and that we have had numerous issues with dumpster not being emptied often enough and that we are in the process of obtaining other bids for this service. 277 Water Street Resident inquired if the dumpster was sufficient in size for this complex? Maintenance Supervisor Marzinzik stated that there is a calculation method used to establish the size of the dumpster and he and Executive Director Teixeira stated that the size of the dumpster was sufficient. Commissioner Allen asked if the issues have been documented and Maintenance Supervisor Marzinzik reported that they have and Executive Director Teixeira mentioned that we had been adjusting payment accordingly. Vice Chairperson O'Barton advised that she would look into the company her firm currently utilizes and provide the name to Maintenance Supervisor Marzinzik. Another 277 Water Street inquired about the ratio of trash put into the dumpsters by residents and that of the maintenance staff. Maintenance Supervisor Marzinzik noted that it is not normally utilized much from maintenance however we have recently had kitchens replaced and abandon goods from tenants in which case the department always allows space for both based on the pickup schedule and that is really where the problem lies.

Item #10. Executive Directors Report

Health Insurance:

Executive Director Teixeira stated that HealthTrust has announced a 10.6% increase to our premium rates for 2016. The significant increase has forced us to take a hard look at other plan offerings. We have decided to switch to the Access Blue plan beginning in January of 2016 and any employees who would care to stay on the current plan may do so by paying the difference in premium. Commissioner Sherman inquired if the rates of the Access Blue plan would bring us under the threshold for the Cadillac tax and Executive Director Teixeira stated that it would at this point however we are still two years away.

Financial Audit:

Executive Director Teixeira noted that the Exeter Housing Authority will undergo a financial/compliance audit for FYE 2015 during the week of December 7, 2015. Preliminary results of the audit are expected to be available for the January meeting.

Utility Allowances:

Executive Director Teixeira reported that we recently completed the utility allowance study for FY2016 and have determined that an adjustment is needed. The fixed energy charge is down six cents per kwh over last year which will lower the utility allowance

that we provide to the tenants and will increase the revenue generated under the shelter rents line item. The new utility allowances will go into effect on January 1, 2016. Public Housing Manager Birch mentioned that tenants were notified by memo of the increase and that interim reexaminations for all tenants would be completed this month to provide a formal 30-day notice of the increase by December 1st.

Chair Person Chapman made a motion at 4:10 pm to adjourn the regular meeting and enter into Non-Public Session per NH RSA91-A:II (a), seconded by Commissioner Sherman.

Commissioner Allan made a motion to come out of Non-Public Session and the motion was seconded by Chair Person Chapman.

Vice Chair Person O'Barton made a motion to provide salary increases to employees totaling $7,654 seconded by Commissioner Sherman.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Barbara Chapman
Chair Person