DRAFT

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Friday, April 1, 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

Item #2. Approval of the Minutes of the March 4, 2016 Meeting
Commissioner Gjettum made a motion to accept these minutes with the corrections noted by Public Housing Manager Birch and the vote was 4 ayes and 0 nays.

Item #3. Election of Officers
Chairperson Chapman nominated Vice Chair Person Renee O'Barton to become the new Chairperson and suggested she would the Vice Chair Person. The nomination was seconded by Commissioner Allen. Executive Director Teixeira thanked Chairperson Chapman for her years serving as the Chairperson and her continued service as the Vice Chairperson.

Item #4. Low Income Housing Tax Credit (LIHTC) Project Update:
Executive Director Teixeira noted that project would be presented to the Zoning Board of Adjustments (ZBA) on April 19th seeking a special exception to allow the use of multi-family in the R-2 zone. If we are granted the special exception that evening it would not

be final for another thirty days to allow for any abutter appeals. We will then need to present the project to the Technical Review Committee and then make a minimum of two trips to the Planning Board. Both reviews will require that a complete set of drawings be submitted which would trigger the site design phase. We find ourselves in the position of having to decide to either move forward with the site design and hope we don't encounter an appeal or to wait out the thirty (30) day appeal period. Both options have consequences and Executive Director Teixeira asked for the input of the board. After some discussion the board agreed to move forward with the project based on the decision of the Zoning Board of Adjustment and not wait out the 30 days as we risk being unable to submit the application if delayed.

Executive Director Teixeira also mentioned the an application for a Community Block Development Grant has been requested from Rockingham County to purchase the land required for the Linden Commons Project.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik reported that Unit 121 here at Water Street is now complete with the vinyl plank flooring in a handicap unit. The unit will be leased today, April 1st. Another vacancy at Water Street that will allow for one of the remaining kitchens to be done and will be leased on May 1, 2016.

Maintenance Supervisor Marzinzik noted that the department has been busy completing work orders and troubleshooting problems. Springtime outdoor maintenance will begin shortly.

Maintenance Supervisor Marzinzik explained that the bid for the carbon monoxide detector installation project at Water Street and Portsmouth Avenue has been awarded to Active Fire Alarm in the amount of $5286.12. Chairperson Chapman inquired about the location of the company and Maintenance Supervisor Marzinzik stated that Active was located in Stratham.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures and noted she had a success story today where a tenant was able to voluntarily give up their voucher because they were now able to afford the rent on their own.

March Unit Totals and Figures:

March	168 Units	$101,024 Hap (excluding Port In)
	2 Port in	152 Utility Reimbursement
Total	166 Units	$101,176 Total HAP

Item #7. Audience Participation

277 Water Street resident inquired how a resident goes about getting a new stove. Executive Director Teixeira inquired what the issue was with the stove and the resident reported that it was wobbly and she would like a bigger stove that kept better temperature. Maintenance Supervisor Marzinzik explained that most residents in the building do not cook much and the stoves used are efficiency size stoves and even if the housing authority were to replace it, she would likely encounter the same problem. The resident inquired if she could get a larger stove and Executive Director Teixeira stated that it would not be possible as that would require reconstruction of the apartment. Maintenance Supervisor Marzinzik stated he would look at her stove to see if the thermostat were off and if necessary have the appliance repair company take a look at it. Executive Director stated that they could possibly look at plugging some money into new stoves if unrepairable. Another resident also reported that this style stove is terrible for baking purposes.

277 Water Street resident inquired if the increase in the water/sewer rates would affect the garden this summer. Executive Director Teixeira stated that the rates would not go into effect until 2017 and that the Exeter Housing Authority would investigate tying into the irrigation system which is metered separately and is not subject to a sewer fee.

Item #8. Executive Directors Report

Cash to Card System for Laundry Equipment:

Executive Director Teixeira explained that the residents of 277 Water Street were sent a survey seeking their input on switching from coins to the Cash to Card System. Sixty nine (69) residents responded to the survey with thirty seven (37) in favor of the new system and thirty two (32) being opposed. The Exeter Housing Authority still waiting to hear back from Mac Gray on whether the card system will require a financial investment which will likely determine the outcome. A Water Street resident inquired about the timer for the dryers which Executive Director Teixeira stated that he would investigate.

Community Development Block Grant (CDBG):

Executive Director Teixeira reported that the CDFA is expected to announce the recipients of the CDBG as early as next week. Chairperson Chapman asked what the conservation items would be and Executive Director Teixeira noted that the energy conservation improvements included heating, lighting, exhaust fans, insulation and solar and gas conversion projects spanning four properties.

Budget Report:

Executive Director Teixeira reported that both programs look great through five (5) months and we expect this to continue as we move forward towards our fiscal year end. We do see a potential challenge on the horizon for our Section Eight Program in CY 2017. This is when the new sewer rates will go into effect to help support the cost of the new wastewater treatment facility. We anticipate this will likely trigger rent increase requests from our Exeter landlords which will impact our Housing Assistance Payments and may force some of our voucher holders to move out of town.

Chair Person Chapman made a motion to adjourn the meeting at 4:00 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Barbara Chapman
Chair Person