

Housing Authority
of the
Town of Exeter
277 Water Street
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M I N U T E S
Board of Commissioners
Thursday, January 10, 2013 1:00 p. m.
Community Room, 277 Water Street
Exeter, NH 03833

1. Roll Call – The roll call was taken. Present at the meeting were:

Commissioner	Renee O'Barton
Commissioner	George Bragg
Commissioner	Boyd Allen
Commissioner	George St. Amour
Consultant	Vernon Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Secretary	Claire Purple

Absent: Acting Chair Person Barbara Chapman

2. Approval of Minutes of Meeting of November 1, 2012/June 7, 2012 –

Commissioner O'Barton filled in as Chair Person in the absence of Barbara Chapman. Commissioner St. Amour made a motion to approve the minutes of November 1, 2012, seconded by Commissioner Bragg and the vote was 4 ayes 0 nays. Acting Chair Person Chapman was absent at this meeting so approval of the June 7, 2012 minutes will be carried over to the February meeting.

3. Old Business

a. Sewer Interceptor Project – Mr. Marzinzik reported that this project is now waiting for spring weather to do the overlay in the parking lots, striping in the lots and landscaping. There is nothing more the contractor can do until the good weather returns. Commissioner O'Barton asked if the pipes had been lined and Mr. Marzinzik responded that yes they have been done.

Mr. Teixeira reported that we had a visit from Jim Watkins from Jamco at the Tenants Council Meeting in November and he presented the Council with a check for \$2,500.00 in appreciation for putting up with all of the construction and sacrificing the parking lots for 5-6 weeks.

Commissioner O'Barton commented that some curbing work needed to be done and Mr. Marzinzik commented that some of this work was temporary and in the spring they will have to raise manhole covers and do finishing touches at that time.

b. Limited Access and Barring Policy – Mr. Teixeira reported that the Exeter Police had some concerns regarding some of the language in this Policy so we forwarded it to our attorney, Sharon Somers. Mr. Teixeira felt that Sharon did a good job in scaling down the Policy. A revised copy has been sent to Captain Shupe. He and Mr. Teixeira will be meeting soon to discuss the revised Policy.

Mr. Teixeira would like to post this Policy on the town website and possibly adopt it at our February or March meeting. Commissioner O'Barton commented that she has no problem in posting this Policy on the town website for public comment but she has concerns with **Section 4: "Non-Legitimate purpose"** is any purpose or activity in violation of this Policy or any local, state, or federal law or regulation. There is a rebuttable presumption that the following persons do not to have a legitimate purpose on BHA property: **4.2. All persons who have a conviction of a misdemeanor or felony crime in New Hampshire or other states or any federal law; or.**

Commissioner O'Barton thought if possible the wording was changed to read "if the person was convicted of a violent misdemeanor crime" or something to that effect that would change the intent of that paragraph.

Commissioner Allen questioned the reason for **Section 4: 4.3. All persons who fall within the category of 4.1. and 4.12.** He felt it is redundant.

Commissioner O'Barton asked Mr. Teixeira when he planned on putting this Policy on the web site and his response was after he met with Captain Shupe. Mr. Teixeira responded that we could address comments that we may receive from the web site at our next meeting.

Commissioner O'Barton asked if there have been many evictions and also if we had issued many no trespassing warnings. Mr. Sherman responded that evictions are fairly rare and the few evictions that have taken place have been from non-payment of rent.

4. Maintenance Supervisor's Report – Mr. Marzinzik reported on the following.

Vacancies/Units Turned Over

- Unit 105 and Unit 115 at 277 Water Street have been turned over and are now occupied.

- A four bedroom unit at #15 Linden Fields has been turned over.
- We are presently working on preparing Unit 13 for occupancy on January 15th.
- We will then begin work on #7 Linden Fields which is a transfer to #13 Linden Fields.

277 Water Street

- New kitchen installations will be scheduled following the completion of unit turnovers. Weather permitting we hope to begin in the next few weeks or early February.
- Construction related to the Town Sewer Interceptor Project is complete for the winter and unfinished work will resume in the spring.
- Throughout the winter months there will be occasional paint touch-ups throughout the interior of the building. Please be aware of "Wet Paint" signs.
- New door stops have been installed on the exit doors. The old ones needed to be replaced and the cost is \$10.00 a piece.

Training

- On December 6, 2012 I attended a Davis-Bacon training session at the Lexington, MA Housing Authority. The training consisted of a four-hour session which was geared toward HUD agency staff and their responsibilities with regard to the Davis-Bacon Wage Rates. This workshop provided a brief overview of interviewing techniques with several role playing exercises.

Mr. Teixeira commented that Mr. Marzinik is scheduled to attend training in April on REAC inspections. This is a one day training in Portsmouth.

5. Section 8 Manager's Report

- December Unit Totals and Figures:

December:	170 Units	\$102,792	Hap (excluding Port Ins)
	3 Port ins	\$369	Utility Reimbursement
Total	167 Units	\$103,161	Total HAP

Margaret Dooling, Section 8 Manager for the Exeter Housing Authority gave an overview of the Section Program from the time a person applies to the Program up until the time their name reaches the top of the waiting list and they are invited into the office to be screened regarding their income and eventually to be issued a Section 8 voucher which enables them to go out into the community and find a unit which would be suitable for their family size. If we are aware of any apartments that may be available we will of course assist them in their search. Once they have located an apartment, it will be inspected and once the inspection passes, a HAP contract will be drawn up with the landlord and the rent will be calculated. All of these steps follow the regulations of the HUD Housing Choice Voucher Program.

Mr. Sherman commented that the HAP fee will decrease this year and there is also talk that HUD would like REAC to do the Section 8 inspections. These inspections are so stringent that there probably wouldn't be a landlord in town who would pass per Mr. Teixeira.

Commissioner Allen asked if it would make a difference for this Board to send a letter expressing our opinion. Mr. Sherman commented that it would be a good idea.

Commissioner O'Barton asked how long the wait list is for this Program and Ms. Dooling said 18 months-3 years. She was asked who does our HUD inspections and the answer is we have a contractor who does all of the Section 8 inspections.

6. 10-Minute Audience Participation – A tenant asked if there was any word on the new refrigerators. Mr. Teixeira commented that we have been told there is money available. It is going to happen we just can't say when. Mr. Marzinzik said half of the new refrigerators have been installed. Where these refrigerators are uncrated in the parking lot it would be best to wait till late spring for the remainder of these refrigerators.

7. Executive Director's Report – Mr. Teixeira reported on the following.

Fiscal Cliff & Sequestration

The fiscal cliff was averted last week but the best Congress could do with sequestration was to kick the can down the road. The new Congress will have their hands full in the first two months dealing with not only the automatic tax cuts that would be triggered by sequestration but also the debt ceiling and the federal budget for the fiscal year 2013. We are very hopeful that this will not impact our agency but we have discussed it in relation to our Section 8 Program and it would mean cutting 18 vouchers. This would not include seniors and the disabled.

Year End Financial Audit

This audit went very well. They spent a little more time than usual. They spent a couple of days in November and four (4) days in early December. The exit meeting went very well. There were no findings just a couple of recommendations. Copies of the complete audit report were given to each of the Board members.

Mr. Teixeira thanked the office for doing such a great job specifically Ms. Dooling because her program receives the larger amount of money from the two programs. The auditors spent more time going through her folders and files and she did very well.

Annual Income Recertifications

This annual requirement has kept us all busy over the last two months. The recertification process is used to determine how much rent the household will pay for the

upcoming year. This is also an opportunity for us to confirm that the family composition hasn't changed and that they are in the correct size unit.

The interview process is complete and we are in the process of recalculating the new rents. This part of the process is moving slower than normal due to an uploading delay in HUD's Enterprise Income Verification System (EIV). This integrated income data system allows us to verify multiple forms of income from one source and also provides employment history.

The system is expected to be updated sometime around the middle of January. Due to the delay and the importance of having the rents recalculated before February 1st, Mr. Teixeira asked Mr. Sherman to stay on part time for two extra weeks to help us out.

Financial Report

The overall budget on the Public Housing side looks good through the first two months of the fiscal year. The two line items that do jump out are Administrative salaries (4110) and Maintenance Materials (4420). The Administrative salaries line item will begin to level off once Vern comes off the payroll. The early deficit on the materials line item is due to the replacement of a heating unit in the maintenance garage that should have been paid out of last year's budget. We have asked our fee accountant to look into it and if possible make the necessary adjustment. The Section 8 Budget is also in line for the first two months of the fiscal year.

Election of Officers

Mr. Teixeira reminded the Board that the annual election of Board Officers is scheduled to take place at the April 4th Commissioners meeting. The Board may want to consider appointing a nominating committee.

Agency Goals for Fiscal Year 2013

1. Achieve high performer designation from the Department of Housing and Urban Development (HUD). This is probably the goal of every Housing Authority. It is based on four (4) components: physical, management, financial and how you are managing your capital fund. You need to score 90% or above. We received 96% last year.
2. Achieve excellence in the Section 8 Program and continue to enforce Program compliance.
3. Encourage all employees to maximize the use of technology and training to improve their efficiency and cost effectiveness of EHA operations.

4. Achieve low loss ratio in general liability claims. This is something we are very proud of and it keeps our insurance costs down. It also says that we do a very good job of being aware of the environment that we work in.
5. Develop a system that will allow office personnel to become more accessible to tenants living in the family developments. Mr. Teixeira feels there is a disconnect between our office and the family units. This has to do with not having an office on site. In late spring he would like to have Jill work out of the Community Room at Linden Fields once a week for a couple of hours. This he feels would represent an opportunity for residents to report a work order or a problem they may be having with a neighbor. It presents an opportunity for us to communicate with tenants in that setting.

Commissioner Allen asked if residents were there during the day and Mr. Teixeira responded that most of the tenants at Linden Fields work during the day. Commissioner O'Barton suggested a survey asking residents if they would be interested in holding a Commissioners meeting on site.

Mr. Teixeira would like to wait till spring to see how things work out with Jill working on site.

As there was no further business Commissioner O'Barton adjourned the meeting.

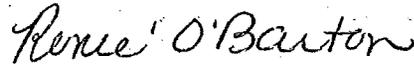
The next meeting will be held on Thursday, February 7, 2013.

The meeting adjourned at 2:00 p. m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Renee O'Barton
Commissioner