

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833-1719  
(603)778-8110 or (603)778-1479  
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M I N U T E S  
Board of Commissioners  
Thursday, October 3, 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:

Chair Person	Barbara Chapman
Vice Chair Person	Renee O’Barton
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple

Chair Person Chapman was not present and would be arriving later in the meeting therefore Vice Chair Person O’Barton began the meeting at 1:05 p. m.

**Item #2 – Approval of Minutes of September 5, 2013 meeting** – Commissioner Allen made a motion to accept these minutes as presented, seconded by Commissioner Sherman and the vote was 4 ayes 0 nays.

**Item #3 – Tri-State Conference Report** – Commissioner Sherman who attended this Conference with Ms. Dooling gave the following report. This was a two (2)-day Conference and they attended classes on data and computer security using technology to reduce costs and improve efficiency, using repayment agreements when tenants cannot afford to pay their rents and ethical, legal and fair housing issues. Commissioner Sherman felt the EHA was ahead of the curve on all of these issues.

There was a session on direct deposit versus issuing live checks and there was discussion on the pros and cons of direct deposit and/or issuing live checks.

Chair Person Chapman arrived at this point in the meeting.

**Item #4 – Maintenance Supervisor’s Report** – During the month of September Mr. Marzinzik attended the Davis Bacon Seminar which was hosted by the Portsmouth Housing Authority. The focus of the seminar was interview methods and ways to identify falsified wages of laborers. Mr. Marzinzik found this class very informative.

Mr. Marzinzik informed the Board that the irrigation is up and running.

We are hoping that the paving of the south parking lot will begin soon. We will notify tenants with a date as soon as we receive a date.

The paving in the front of the building at 277 Water Street is still not complete. We are hoping the contractor who does the paving of the south parking lot will give us a quote to complete this work so that the front parking area could be completed soon.

Apartment #313 has been leased up effective October 1, 2013. Mr. Marzinzik will do a move in inspection.

11 Up Portsmouth Avenue which is a 3-bedroom family unit has also been refurbished and was leased up effective October 1, 2013. Mr. Marzinzik has done a move in inspection with this family.

Apartment #204 will be ready for lease up on October 15, 2013.

We have a Maintenance Committee meeting scheduled for October 10, 2013.

We have been in touch with an arborist who has given us some suggestions on the trees on our property at 277 Water Street. If we set up a day’s worth of work he will give us a quote before November.

**Item #5 – Section 8 Manager’s Report**

September Unit Totals and Figures:

September	165 Units	\$98,725 HAP (excluding Port ins)
	1 Port in	385 Utility Reimbursement
Total	164 Units	\$99,110 Total HAP

Ms. Dooling reported that we have lost a few voucher holders and are down to 164 units. We are shooting to be at 166 next month and hope to stay there.

Ms. Dooling, Ms. Birch and Mr. Teixeira attended a 2-day Rent Calculation classes in Manchester that will help for both Section 8 and Public Housing. These classes were taught by Nan McKay. Mr. Teixeira and Ms. Dooling also went to Worcester, MA to discuss stretching the dollar during the sequestration. They felt very good after attending this meeting because most of the suggestions that were given have already been implemented by the EHA.

Mr. Teixeira said Ms. Dooling and Mr. Sherman should be given a great deal of credit for putting the Housing Authority in a position to deal with these budget cuts that we are facing.

**Item #6 – 10-Minute Audience Participation** – A tenant asked if the state flag in the front of the building at 277 Water Street could be replaced. Mr. Teixeira replied that we would pick one up and Commissioner Sherman replied that he had one and would bring it in.

A tenant thought that Mr. Teixeira, Mr. Marzinzik, Maintenance and the women in the office are doing a good job.

A tenant had a refrigeration issue and Mr. Marzinzik will check it out.

**Item #7 – Executive Director's Report**

**Financial Report:**

Mr. Teixeira reported that Public Housing is looking very good through eleven (11) months and is showing a surplus of \$64,409. He expects this number to come down somewhat after September expenditures are reconciled. He will be able to provide final numbers for both programs at the November meeting.

Section 8 is showing a \$53,840 deficit through eleven (11) months. Most of this has to do with the budget cuts that were brought on by the sequester. Most of the deficit will be funded out of our Net Restricted Assets (NRA) account which is held by HUD.

**Occupancy:**

We currently have one (1) vacancy at Water Street which is scheduled to be leased up on November 1 or sooner.

September was a very busy month. Rent calculation training in Manchester was attended by Margaret, Jill and Mr. Teixeira. He found these classes very informative and found some things that EHA could improve upon and we have implemented those things.

The following week Mr. Teixeira and Ms. Dooling attended a one (1)-day training session at Holy Cross in Worcester, MA and this went very well.

Performance Appraisals were completed in September and Commissioners could view those Appraisals when they went into non-public session.

In October there are reports that have to be filed with HUD. On the Public Housing side we have PHAS and with Section 8 we have SEMAP.

Otis Atwell will be here in early December to conduct a compliance and financial audit for fiscal year 2013. This will be done over a four-day period.

Item #8 – Non-Public Session per NH RSA91-A:3 II (a) – Commisioner O’Barton made a motion to go into Non-Public Session per NH RSA91-A:3 II (a) and seconded by Commissioner Sherman.

Commissioner Allen made a motion to come out of Non-Public Session and it was seconded by Commissioner Gjettum.

The following Resolution Number 10-2013 was introduced by Chair Person Chapman.

Be it resolved by the Board of Commissioners to approve the Amendment to the Personnel Policy that would make changes to Health Insurance coverage for part-time employment. Commissioner Allen moved that the foregoing Resolution be adopted as introduced, which motion was seconded by Commissioner Gjettum and upon roll call the “Ayes” and “Nays” were as follows:

Therefore, it is resolved by the Board of Commissioners of the Exeter Housing Authority that this Resolution is hereby adopted and approved at this meeting.

AYES

NAYS

Chair Person Chapman  
Commissioner Allen  
Vice Chair O’Barton  
Commissioner Gjettum  
Commissioner Sherman

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The Chair Person thereupon declared said motion carried and said resolution adopted on October 3, 2013.

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Commissioner Sherman made a motion to approve a three (3) percent pay increase for all employees, seconded by Chair Person Chapman and all were in favor.

Commissioner Allen made a motion to adjourn the meeting, seconded by Commissioner O’Barton and all were in favor.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person