

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**  
**Thursday, April 3, 2014 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 Marzinik  |
| Public Housing Manager | Jill Birch       |

**Item #2. Approval of Minutes of February 6, 2014 meeting** – Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 5 ayes 0 nays.

**Item #3. Election of Officers:-** Commissioner Sherman made a motion to nominate Barbara Chapman as Chair Person and Rene O’Barton as Vice Chair Person, seconded by Commissioner Allen and the vote was 5ayes 0 nays.

**Item #4. Development of Low Income Housing Tax Credit LIHTC:**

Executive Director Mr. Teixeira explained that there continues to be a need for decent affordable housing in Exeter. We are finding it harder to find and keep landlords who can afford to comply with the rental payment standards established by HUD. We have definitely seen an increase in the number of phone calls from landlords requesting a rent adjustment and in most instances we are finding that it’s just not possible.

HUD is no longer providing funding for new affordable housing so, PHAs and private developers have had to look elsewhere for these funds. One of the more attractive methods has been tax credit financing.

Executive Director Teixeira proposed to explore the feasibility of developing Tax Credit Housing at the Linden Fields property which currently has 15 units sitting on 8.54 acres of land. We would be seeking to develop around ten - twelve 1 and 2 bedroom units which would house families and persons with disabilities. Tax Credit Housing is a complex process and so, we have asked attorney Ken Viscarello who has a great deal of experience in tax credit financing to provide the Board a 10-15 minute presentation and answer questions. Mr. Teixeira had included some information and history on tax credit housing/financing that was prepared by Ken with the agenda for the meeting.

Mr. Teixeira explained that if Board feels this is something we should explore that the next step would be to apply for a Technical Assistance Grant to New Hampshire Housing and Finance Authority. The Grant totaling \$30,000 would be used to prepare the preliminary drawings and pay for any attorney costs associated with the planning board process, it would also be used to pay the preparer of the grant and provide the EHA up to \$3000 in compensation for time spent. A copy of the grant was included for board review.

Executive Director Teixeira introduced Attorney Ken Viscarello. Mr. Viscarello explained that the tax credit programs have become a source of revenue to develop affordable housing but that it is somewhat complex. The program is administered by NH Housing & Finance and that the advantage of the program allows equity to be put into a project through an investor, keeping the debt for a development to a minimum.

Mr. Viscarello explained that the process is competitive by state, based on population and that NH qualifies for about 2.9 million dollars. The Exeter Housing Authority would be competing against other projects and that there are two kinds of programs, a 4% and a 9% which we would be applying for. There are many criteria that the project must meet including: services provided, if you already own the property, the need for the community etc.. The Exeter Housing Authority could be competing against other housing authorities, other non-profits or for profit organizations.

Mr. Viscarello stated that the pre-application would have to be submitted in May with a final approval in August or September and awarded in the month of October. He noted that 40% of the units rented would have to fall in the below 60% of the median income category. Mr. Viscarello illustrated an example of a 6 million dollar project, after removing the land, the project would be about 5 million. 80% would qualify for credit and 9% of that would yield a development of 3.6 million.

Mr. Viscarello noted that the Exeter Housing Authority would benefit and sustain income through the developer's fee, the cash flow created and the management fee which would be 6% of the gross rents. The downside would be that you would have a partner looking

over your shoulder. After a 15 year period the Housing Authority would have to option to buy out the partner.

Commissioner Allen inquired about the time line for the application and Commissioner Gjettum asked what was needed from the Board. Executive Director Teixeira responded that approval from the Board would be required to apply for the Technical Assistance grant to investigate the feasibility of the project. Commissioner Allen noted the amount of the grant would allow for some good consulting.

Commissioner Gjettum made a motion to apply for the grant, seconded by Chairperson Chapman. Vice Chair Person O'Barton inquired about having to hire additional staff to maintain the property. Executive Director Teixeira stated that the current staff could handle the additional work load. A vote was taken with 5 ayes and 0 nays.

**Item #5. Authorization to Purchase Direct Deposit Software:**

Executive Director Teixeira explained to the board that new software that we recently transitioned to has an optional direct deposit module that the housing authority would like to take advantage of. Currently the housing authority is printing and stuffing over 100 landlord checks a month which is time consuming and costly when you factor the cost of postage, paper stock, and ink. The new software also has a feature that will allow landlords to access their account to review any activity which will reduce the number of inquiries we receive from them. A copy of the proposal which includes the cost of the software and the annual fee was enclosed for review. The expense would be funded out of the 2014 Capital Improvement Grant.

Commissioner Allen noted that he thought the cost of the module would be a wash with the expense currently incurred with postage and paper stock but wondered about the employee time saved. Section 8 Manager Dooling explained that the time varied each month. Commissioner O'Barton inquired about holding checks which was explained to be easily controlled. Commissioner Sherman noted that the savings is almost secondary to the benefit and relationship with the landlords. Commissioner Gjettum noted that it is the way of the 21<sup>st</sup> century and wondered if it was a possibility to done directly with the bank. Executive Director Teixeira replied that the software is required to produce the check with the proper calculations and that we would want all banking transactions to run through the software. Executive Director Teixeira pointed out that the software would also provide each landlord access to their account which would be beneficial.

Chairperson Chapman made a motion to approve the purchase of the direct deposit software, seconded by Commissioner Gjettum and the vote was 5 ayes and 0 nays.

Executive Director Teixeira noted how pleased he was with the Happy Software. Maintenance Supervisor Marzinik explained how the mobile inspections worked well with the I-Pad and Section 8 Manager Dooling noted the advantages of the fraud calculator on the new software. Executive Director Teixeira also noted the

recommendation of the Happy Software from our IT person who has seen how other systems operate.

**Item #6. Proposed 2014 Capital Improvement Plan:**

Executive Director Teixeira explained that he recently received word from HUD that the housing authority will be receiving \$126,352 in Capital Improvement Assistance for 2014. A copy of the 2014 Capital Improvement Plan which lays out all of the projects that we propose being funded this year was attached for review. Before the plan can be approved it must undergo a 45 day public comment period and must also be presented to the resident advisory committee. He noted that he would be looking to approve the plan at the June 5th meeting. Executive Director Teixeira reviewed each line item of the plan and advised the board that the plan would be sent to HUD tomorrow and that funds are expected in mid-May. Commissioner Sherman inquired if there were any major changes to the plan and Executive Director Teixeira noted that all items are in the 5 year plan.

**Item #7. Maintenance Supervisor's Report:**

Maintenance Supervisor Marzinik explained that the Green Physical Needs Assessment has been ongoing over the past few weeks. An inventory of appliances and fixtures (doors & windows) have been a large focus. Blower tests were conducted as well at the family units to determine air loss. The Water Street blower test was conducted previously following the completion of the insulation project. Mr. Marzinik noted that one of the projects for the Water Street property would be the caulking around the windows and painting the stucco. He stated that this is a time consuming project and would require lift equipment. Chairperson Chapman noted that the caulking seemed worse on the river side of the property.

Maintenance Supervisor Marzinik noted that annual inspections were done the week of March 24<sup>th</sup> at all properties. The upgrade to Housing Pro, Happy Software was used to schedule and log the inspections using the I-Pad.

Maintenance Supervisor Marzinik stated that four vacancies at Water Street were turned over since our last meeting. Units #217 and #226 were leased on March 1<sup>st</sup>, Unit 203 was leased on March 15<sup>th</sup> and Unit 227 leased on April 1<sup>st</sup>. Family unit #2 Linden Fields was also filled on March 7<sup>th</sup>.

He advised that we currently have 3 vacancies coming up this month at Water Street, all of which will need to be turned over by May 1<sup>st</sup>.

Maintenance Supervisor Marzinik mentioned that new members are needed for the Maintenance Committee.

**Item #8. Section 8 Manager's Report:**

Section 8 Manager Dooling reported the following figures:

March Unit Totals and Figures:

|       |   |           |           |                         |
|-------|---|-----------|-----------|-------------------------|
| March | : | 163 Units | \$ 95,837 | Hap (excluding Port In) |
|       |   | 0 Port in | 615       | Utility Reimbursement   |
| Total |   | 163 Units | \$ 96,452 | Total HAP               |

Section 8 Manager Dooling noted that the Section 8 Program has gone through significant turnover; therefore, we have screened multiple applicants from the wait list and issued vouchers. The month of April looks promising, with approximately 7 new lease ups for the first of the month, and potentially a few more for the middle of April or May 1<sup>st</sup>. These seven new leases for April will utilize \$4,063 in HAP.

Commissioner Allen inquired as to how many applicants remained on the waitlist to which Executive Director Teixeira responded approximately 90.

**Item #9. 10 Minute Audience Participation:**

Water Street tenant Ella Field inquired if the air conditioners had been fixed. Maintenance Supervisor Marzinzik advised that units would be tested upon installation and that only a couple of individual units had problems. Tenant, Mary Dupre reminded folks of the upcoming Vegetable Garden Meeting scheduled in April.

**Item #10. Executive Director's Report:****Financial:**

Executive Director Teixeira noted that both programs look very good through 5 Months. On the Public Housing side we are seeing a few line items that are slightly off but it is expected to see the gaps close as we move further along in the year. On the HCV side we are running just about even without factoring in any of the \$40,000 we have budgeted under project reserves. With the increase in funding that was passed by Congress earlier this year we expect to see the budget only get better as we move forward.

**Part-Time Position:**

Executive Director Teixeira explained that we received over 100 resumes for the part-time administrative position that we are looking to fill. I have sorted through all of them and have come up with several strong candidates that I will be meeting with. The initial goal was to have the position filled for April 1 however; March's heavy schedule prevented this from happening.

**Tri-State Conference:**

Executive Director Teixeira advised that this year's conference is being hosted by New Hampshire and will be held at the Sheraton Harborside Hotel in Portsmouth on May 4<sup>th</sup>-6<sup>th</sup>. We currently have 3 Commissioners and 3 Staff members registered for the conference. Executive Director Teixeira mentioned that registration is still open if any other board members would care to attend.

**Item #11. Non-Public Session per NH RSA91-A:3 II (a)**

Vice Chair Person O'Barton made a motion to go into the Non-Public Session per NH RSA91-A:3 II (a) seconded by Commissioner Allen and the regular meeting adjourned at 2:35 p.m.

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

Chairperson Chapman made a motion to make employee salary adjustments totaling \$9000.00 and the motion was seconded by Commissioner Sherman and all were in favor.

The meeting adjourned at 2:55 p.m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person