

Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
(603)778-8110
FAX: (603)772-6433

M I N U T E S
Board of Commissioners
Thursday, September 11, 2014 1:00 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
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

Absent:

Vice Chair Person	Renee O'Barton
Commissioner	Boyd Allen
Section 8 Manager	Margaret Dooling

Item #2. Approval of Minutes of August 8, 2014 Meeting

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Sherman and the vote was 3 ayes and 0 nays.

Item #3. Approval of 2015 Operating Budget

Executive Director Teixeira attached a copy of the 2015 Operating Budget for the boards review. He reiterated that the fee accountant reports that the budget looks great going into the new fiscal year. Executive Director Teixeira reviewed each of the line items. Executive Director Teixeira mentioned that Property/Commercial Liability insurance costs seemed high, however our fee accountant confirmed the increase. Commissioner Sherman noted that it is virtually impossible to save money on the Section 8 program. Commissioner Sherman inquired about the decrease in administrative salaries and Executive Director Teixeira explained this reflects the part time position being cut in half. Commissioner Gjettum asked what the miscellaneous income consisted of and Executive Director Teixeira explained that it was income obtained from Mac Gray, the contract for our washers and dryers where profits are split.

Commissioner Gjettum asked why no funds were allotted in the emergency section. Executive Director Teixeira explained that most major projects are funded out of the Capital Grant. Commissioner Sherman also noted that most anticipated projects that could result in emergencies are outlined in the 5 year plan. Executive Director Teixeira explained that the Capital Fund budget is also not set in stone and often times if an emergency arises we are able to reorganize projects outlined in the Capital Fund.

Commissioner Sherman mentioned that the administrative salaried has reduced substantially over the past 4 years. Executive Director noted that this is a result of the retirement of some long time employees. Commissioner Gjettum questioned why Conventions and Meeting and Meetings were outlined as two separate items in the budget of which Executive Director Teixeira was unsure. Commissioner Gjettum also noted the section of Terror under the insurance section. The board agreed that this insurance was certainly a sign of the times.

Commissioner Sherman mentioned that revenue may decrease on the Public Housing side as we transition the recertification process. Executive Director Teixeira explained that this issue was considered in the decision and found not to be that substantial. Commissioner Chapman asked which things were operated by gas under the utility section. Executive Director Teixeira noted that natural gas provided heat to the community room, fire place, office and dryers at Water Street as well as the washers and dryers at Portsmouth Avenue.

Commissioner Gjettum also wondered why no money was allocated for write off. Commissioner Sherman noted that the Housing Authority is allotted \$7000 before having to allocate in this area and Executive Director explained that most money is collected or repayment agreements are made to obtain payment.

Commissioner Gjettum made a motion to approve by resolution the 2015 Operating Budget as presented which was seconded by Commissioner Sherman and the vote was 3 ayes and 0 nays.

HUD-9014
(11-68)

Board Resolution of the Exeter Housing Authority to Approve the 2015 Operating Budget

The following resolution was introduced by Chairwoman Chapman on September 11, 2014 and read in full and considered:

RESOLUTION NUMBER 9-2014

Be it resolved by the Board of Commissioners to approve the 2015 Operating Budget.

AYES

Barbara Chapman Board Chairperson
Vernon Sherman Commissioner
Pamela Gjettum

NAYS

Chairwomen Chapman Thereupon declared said motion carried and said resolution was approved on September 11, 2014

Item #4. Pre-REAC/HUD Physical Inspection

Executive Director explained that the Housing Authority has entered into an agreement with Pre-REAC Inspection Services from Lynnfield MA to conduct a physical inspection of all our properties in preparation for the HUD/REAC inspection that is scheduled to occur sometime before years end. The gentlemen that will be performing the inspection is a former HUD contractor that has conducted hundreds of inspects all around the country. The contract will include inspecting all common areas, building systems, and site, at the four developments including 32 dwelling units. The inspection is scheduled for the week of September 15th and will take about a day and a half to complete.

Item #5. Authorization to Execute Option Purchase and Sale Agreement for LIHTC Housing

Executive Director Teixeira reported that the property owner that abuts the property of the proposed LIHTC has agreed to sell his property to us. Included in the pre-meeting was a copy of the agreement which includes stipulations that need to be met before the sale can occur. The agreement also includes a Non- Refundable \$1,000 compensation fee to be paid to the seller at contract signing. This fee will be paid out of the Technical Assistance Grant that we received earlier this year. Executive Director Teixeira noted that he was requesting authorization at this time to execute this agreement. Commissioner Sherman made a motion to Authorize to Execute Option Purchase and Sale Agreement for LIHTC Housing which was seconded Commissioner Gjettum and passed with a vote of 3 ayes and 0 nays.

Item #6. National Association of Housing and Redevelopment Officials (NAHRO) 2014 National Conference and Exhibition

Executive Director Teixeira reported that NAHRO is the leading advocate for Public Housing Authorities with over 3,100 agency members nationwide. This year NAHRO will be holding its Annual National Conference in Baltimore Maryland from October 16th through the 18th. The conference will offer training sessions over the three day period to both staff and Commissioners along with several guest speakers including the newly appointed HUD Secretary Julian Castro. Executive Director Teixeira extended the

invitation to board members and asked that they let him know if they were interested in attending the conference or would like more information. Commissioner Sherman mentioned that this is their largest conference and how beneficial he had found it in the past.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik reported that the Window Re-Caulking and EIFS Panel Repair at Squamscott View Apartments has begun and that the project would encompass power washing, repairs to the caulking and backer rod as well as painting. He indicated that the project would take approximately a month depending on weather. Executive Director Teixeira mentioned that they were unhappy with the paint color but would be changing it.

Maintenance Supervisor Marzinzik noted the crack sealing has been completed at all properties and the he was happy with the finished product.

Porches at Portsmouth Avenue have been painted and drainage work has been ongoing at this location as well. He also reported that the sheds at Linden Fields have been power washed and painted. Drainage work, repairs and maintenance are ongoing at Linden Fields. Chair Person Chapman noted how nice the river stone rocks looked at Water Street for drainage. Maintenance Supervisor Marzinzik noted that this is a reasonable solution and a more manageable one for the future maintenance.

Maintenance Supervisor Marzinzik reported that there are two upcoming vacancies at Water Street which will be turned over for October 1st and 2nd. 18 Auburn Street is currently vacant and will also be leased on October 1st with a transfer from Linden Fields. This will free up a three bedroom unit at Linden Fields which will require some work before leasing on November 1, 2014.

Item #8. Section 8 Manager's Report

Executive Director Teixeira reported the following figures on behalf of Section 8 Manager Dooling:

August Unit Totals and Figures:

August	175 Units	\$100,575 Hap (excluding Port In)
	5 Port in	688 Utility Reimbursement
Total	170 Units	\$101,263 Total HAP

Executive Director noted that the Section 8 numbers couldn't be any better and that it will be very close to 100% utilization.

Item #9. Ten Minute Audience Participation

277 Water Street tenant Doris Murphy asked if the bedroom widows would be part of the caulking project as well. Maintenance Supervisor Marzinzik explained that they would not be doing bedroom windows as those were installed more recently and the caulking around the large windows is over 20 years old. He advised Doris that he would look at her window individually to check for problems. It was also discussed how the contractor doing the project would wash the windows affected by the work as this was a concern for many tenants.

277 Water Street resident Connie Mitchell commended Maintenance Supervisor Marzinzik on how nice the grounds look here at Water Street.

Item #10. Executive Directors Report**Financial:**

Executive Director Teixeira reported that both programs continue to look very good through ten months. Public Housing is just over \$59,000 in the black and Section 8 is just over \$5,000 in red however, the Section 8 figures don't reflect an additional HAP disbursement of \$3,898 and the expected increase in the administrative fee proration which is estimated to be increased from 75% to 79% retroactive to January 1st 2014. He believes that once our voucher utilization is reconciled we will end up in the black.

Executive Director Teixeira also want to make the board aware that HUD recently transitioned our Net Restricted Assets (NRA) totaling \$72,809 to a HUD-held program reserve account. The NRA account basically consists of what HUD considers overpayment of Housing Assistants Payments (HAP) made to our Agency prior to the change in the funding method that was implemented in FY 2005. Prior to 2005 HUD provided funding based on the number of Vouchers assigned to each PHA, in our case 169. The current funding method is based on the number of Vouchers that are utilized each month and are tracked and reconciled over the course of the year. We will continue to have access to the NRA funds to support a shortfall in any future HAP disbursements however; it is believed that eventually any unused funds will be recaptured by HUD. Commissioner Sherman inquired how the money was taken back by HUD and Executive Director Teixeira explained that it was deducted from the HAP reimbursement.

Employee Evaluations:

Executive Director Teixeira noted that performance appraisals will be conducted on all employees this month and will be made available for your review beginning on September 29th. Commissioner Sherman mentioned that Chair Person Chapman should select two people to conduct the review of Executive Director Teixeira and volunteered to be one of them.

Workshop on how to protecting yourself from Identity theft:

Executive Director Teixeira mentioned that Sue Smulski from Citizens Bank was here on Tuesday September 9th to educate both staff and residents on how to protect themselves from Identity theft. Sue explained how identity theft occurs, how to prevent it, and what to do if you become a victim. With the recent credit card data breach at Home Depot the

workshop came at good time. The presentation was scheduled in conjunction with the tenant council monthly meeting.

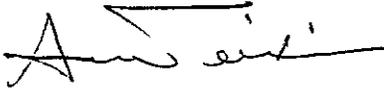
Flu Clinic:

Executive Director Teixeira reported that the Squamscott View Apartments will once again host a Flu Clinic that will be presented by Maxim Health Systems. The Flu Clinic is scheduled for Wednesday October 8th and will provide services to residents and staff from 10:00am-1:00pm and to the general public from 1:00pm -5:00pm. The information has been posted on the town website as well as at the Senior Center.

Chair Person Chapman made a motion to adjourn the meeting, seconded by Commissioner Sherman.

The meeting adjourned at 2:02 p.m.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person