

DRAFT

Housing Authority
Of the
Town of Exeter
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M I N U T E S
Board of Commissioners
Thursday, October 2, 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
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Vice Chair Person	Renee O'Barton
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Item #2. Approval of Minutes of September 11, 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. Commissioner Allen abstained from the vote as he was not present at the last meeting.

Item #3. Old Business

a. Report on Proposed Development of LIHTC:

Executive Director Teixeira explained that the Exeter Housing Authority recently entered into an agreement with our abutter to purchase his land. We have also had the subject property examined for wetlands by an environmental scientist. The examination did reveal a small area of wetlands located in the center of the property however, this will have little impact on what we are trying to accomplish. We are currently in the process of performing a conceptual yield design to determine how many additional units we will be allowed to develop. Once we have this information we will be better prepared to layout any changes to the original design. Executive Director Teixeira passed out a tax map of the property he was speaking about. He noted that the property needs to be surveyed

and that \$9,000 of the \$30,000 Technical Assistance Grant has been already been spent and that they are negotiating a price for the surveying.

Maintenance Supervisor Marzinik inquired if the camp where the gentleman was currently living on the property would be knocked down. Executive Director Teixeira noted that they would leave the structure up until construction was complete and evaluate at that point. Chair Person Chapman asked how many units the original proposal was for and Executive Director Teixeira stated 12 but would now potentially be more.

b. 2015 Operating Budget:

Executive Director Teixeira explained that he placed this on the agenda in the event that the Commissioners who could not attend the September meeting had any questions. Commissioner Allen stated that he had no questions at that time.

c. NAHRO National Conference:

Executive Director Teixeira noted that NAHRO will be holding its Annual National Conference in Baltimore from October 16th through 18th. A copy of the Session Schedule was attached for review. He mentioned that Commissioner Sherman had expressed interest and asked if any other Commissioners were interested. Commissioner Allen stated that he would not be able to attend due to work constraints. Commissioner Gjetton and Chair Person Chapman declined.

Item #4. Maintenance Supervisors Report

Maintenance Supervisor Marzinik noted that the Window Re-Caulking and EIFS Panel Repair at Squamscott View Apartments is now underway. Approximately one third to half of the project is complete and moving forward. Clean up of areas should be completed as they go including cleaning any windows necessary.

Maintenance Supervisor Marzinik stated that the Pre-Reac Inspection was completed and that he found it helpful. Commissioner Sherman asked if they had received the report from the inspector. Both Maintenance Supervisor Marzinik and Executive Director Teixeira stated that they had received the report and had some work to do.

Maintenance Supervisor Marzinik noted two vacancies at Water Street #226 & #206 were turned over quickly this week and leased on Thursday and Friday. Executive Director Teixeira complimented Maintenance Supervisor Marzinik and Public Housing Manager Birch on the quick turnaround. Maintenance Supervisor Marzinik noted that 18 Auburn Street will also be leased on October 3rd. Work will then begin on the three bedroom unit at Linden Fields which will be leased on November 1, 2014.

Maintenance Supervisor Marzinik stated that the Maintenance Meeting is scheduled for the 16th of October. He also mentioned that some things are being done differently now like the air conditioner removal is now streamlined to a two day process rather than a week long one. He stated that this change was difficult for some tenants and he appreciated their patience and cooperation.

Item #5. Section 8 Manager’s Report

Section 8 Manager Dooling reported the following figures.

September Unit Totals and Figures:

September	175 Units	\$100,827 Hap (excluding Port In)
	5 Port in	569 Utility Reimbursement
Total	170 Units	\$101,396 Total HAP

Section 8 Manager Dooling stated that she attended a meeting this past Monday in Portsmouth regarding Section 8 utilization. Kara Norman from the HUD Boston office was there to explain utilization and forecasting for the following year as well. She also looked at our numbers to see how we were doing year to date. She complimented EHA and said things looked good and that there wasn’t really anything else we could be doing. Chair Person Chapman and Commissioner Allen complimented Section 8 Manager Dooling on her utilization of 98% voucher success rate. Executive Director Teixeira noted that you have to start in October to achieve this success rate. He noted that they take the number of vouchers which is 169 times 12 months and our potential is 2028 and utilization is currently 2026. Section 8 Manager Dooling noted that she pre-screens applicants to minimize the turnaround time.

Item #6. Ten Minute Audience Participation

Water Street Resident Mary Dupre mentioned that the center visitor parking in the front of the building could benefit from some directional signs. Currently people are entering and exiting from either side and presenting a dangerous situation. Executive Director Teixeira suggested some signs like those we had previously and Maintenance Supervisor Marzinzik noted that he would look into it.

Item #7. Executive Directors Report

Financial:

Executive Director Teixeira reported that both programs continue to look very good through eleven months. Our fee accountant will be here sometime later this month to close out fiscal year 2014 and we expect to have yearend numbers available for the November meeting.

Washington Update Funding Levels for FY2015:

Executive Director Teixeira noted that at this point we don’t know what program funding will look like for FY2015 which is not unusual. Congress passed a continuing resolution earlier this month that will continue current funding levels through December 11. It’s unlikely that Congress will make any spending decisions during the lame duck session and will most likely extend the (CR) until the start of the new Congress in January. Public Housing advocates will take this time to push the Senate’s T-HUD bill. That

version contains more operating, capital and HCV administrative dollars compared to the House version.

Executive Director Teixeira mentioned that the flu clinic would be held next week here on Wednesday. Water Street tenant Mary Dupre noted that the Phillips Exeter volunteers would not be coming to assist with computers on Wednesday, due to the clinic.

Commissioner Allen made a motion to close the public session of the meeting and enter into Non-Public Session per NH RSA91-A:3 II (a), seconded by Commissioner Gjettum.

Commissioner Allen made a motion to come out of Non-Public Session and the motion was seconded by Commissioner Sherman and all were in favor.

Commissioner Allen made a motion to provide salary increases to employees totaling \$7,430 and the motion was seconded by Commissioner Gjettum and all were in favor.

The meeting adjourned at 3:10 p.m.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Barbara Chapman
Chair Person