

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, March 12, 2015 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
Vice Chair Person	Renee O'Barton
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:
Commissioner Vern Sherman

Item #2. Approval of Minutes of January 8, 2015 Meeting

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 4 ayes and 0 nays.

Item #3. Acceptance of the 2015 Capital Improvement Grant (Board Resolution)

Executive Director Teixeira explained that he recently received word from the Department of Housing and Urban Development (HUD) notifying us that we will receive \$126,483 in capital improvement assistance for FY 2015 which is slightly more than what we received last year. He noted that we are currently working on developing the 2015 annual statement which will highlight the projects that will be funded out of this year's grant. He also mentioned that we are in the last year of our five year capital improvement plan which will also need to be updated this year. He explained that the Exeter Housing Authority will take a close look at the uncompleted projects in the plan and any newly identified projects to help develop solid plans. A board resolution to accept the grant was read as follows by Chair Person Chapman and approved with 4 ayes and 0 nays.

**Board Resolution of the Exeter Housing Authority to accept the
2015 Capital Assistance Grant totaling \$126,483**

The following resolution was introduced by Chair Person Chapman on March 12, 2015 and read in full and considered:

RESOLUTION NUMBER 03-2015

Be it resolved by the Board of Commissioners to accept the 2015 capital improvement grant totaling \$126,483

AYES

Barbara Chapman, Chair Person
Renee O'Barton, Vice Chair person
Boyd Allen, Commissioner
Pam Gjettum, Commissioner

NAYS

Chairwomen Chapman Thereupon declared said motion carried and said resolution was approved on March 12, 2015

Item #4. Section Eight Management Assessment Program (SEMAP) Score FY2014

Executive Director reported that in late January he received a notice from HUD informing us of our SEMAP score for FY2014. SEMAP is the system used by HUD to evaluate the overall performance of a PHA's Section Eight Program and is made up of fifteen indicators. He was pleased to report that the Exeter Housing Authority SEMAP score for FY 2014 is a perfect 100% thereby designating the Exeter Housing Authority a High Performer for FY2014. A copy of the notice along with the indicator score was attached for the commissioners' review. Executive Director Teixeira credited Section 8 Manager Dooling with a job well done. Commissioner Gjetum asked what the indicator "deconcentration" meant. Section 8 Manager Dooling explained how the Exeter Housing Authority did not apply to receive points in this indicator category due to the fact that tracking the areas in which voucher holders obtain apartments is difficult to ensure. She further explained that deconcentration meant spreading out the apartments throughout the community rather than grouping tenants in particular areas.

Item #5. Public Housing Assessment System (PHAS) Score FY2014

Executive Director Teixeira reported that he recently received a notice from HUD informing us of our PHAS score for FY2014. PHAS is the system used by HUD to evaluate the overall performance of a PHA's Public Housing Program and is made up of four indicators totaling 100 possible points. He was pleased to report that our score for FY2014 is a 98 thereby designating the Exeter Housing Authority a High Performer for FY2014. A copy of the report was attached for commissioners' review. Executive Director Teixeira explained that the area in which the two points were lost was the ratio between dwelling rents due and those collected. The ratio must be below 1.5 and ours was reported to be 1.7. He noted that this is a difficult balance to keep with the families. Executive Director Teixeira mentioned the score reflected the team effort of the entire staff.

Item #6. Old Business**a. FY2014 Financial/Compliance Audit**

Executive Director Teixeira noted that this item was put on the agenda to provide the Board with an opportunity to ask any questions they may have relating to the audit. When the preliminary financial/compliance audit report was provided at the January 8, 2015 meeting we didn't have copies of the report that we could distribute at that time. Each Board member should have received a copy of the report detailing the results of the audit that took place at the end of December. None of the commissioners had any questions regarding the audit.

b. LIHTC Proposed Development:

Executive Director Teixeira stated that we have not had much success finding another funding source to help with the expenses related to the

design phase of this project. The option of applying for a community development block grant was explored however; we learned that they recently stopped providing grant money for planning and design. The development team will be meeting soon to discuss any possible funding sources we may have overlooked and to discuss the future of the project. We did shop around for another engineering firm which saved us around \$7,000 however, the project still requires about \$10,000 to complete the preliminary work.

Executive Director Teixeira stated that it is possible to submit an incomplete packet, however the process is very competitive and would likely not be in our best interest. Executive Director Teixeira asked on behalf of Commissioner Sherman's suggestion that commissioners advise the housing authority if they become aware of any organization or individual who might be interested in funding such a project.

Chair Person Chapman asked if we had an agreement with the owner of the property which would be purchased should the project receive approval. Executive Director Teixeira noted that we do and that contingencies are written into the agreement.

Item #7. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik reported that tenants who were over housed moved from Unit 11 Linden Fields to Unit 8 in February. He explained that maintenance is now in the process of repairs and preparation of Unit 11 for lease up in April but will require a major bathroom renovation. He noted that regular maintenance continues at all properties and that they will be straight out with the winter clean up soon.

Maintenance Director Marzinzik explained that the REAC inspection held on February 13th seemed to go smoothly and moved along quickly.

Item #8. Section 8 Manager's Report

Section 8 Manager Dooling reported the following figures.

February Unit Totals and Figures:

February	174 Units	\$ 99,227 Hap (excluding Port In)
	5 Port in	238 Utility Reimbursement
Total	169 Units	\$ 99,465 Total HAP*

*Does not include \$1346 in held HAP for HQS violation.

Chair Person Chapman asked what HQS stood for and Section 8 Manager Dooling explained that it is Housing Quality Standards and that we withhold payment for units with outstanding repairs.

Item 9. Ten Minute Audience Participation

277 Water Street resident Doris Murphy asked about the recent gas problem with the furnace in the community room which occurred about a month ago and how cold the room has been since. Executive Director Teixeira explained that the furnace required a new heat exchanger therefore prompting a decision to be made if that investment should be made or if the 20 year old furnace should be replaced. Executive Director Teixeira further explained that he has taken this opportunity to investigate converting the entire first floor common areas to gas however the possibility is not feasible due to limited room for duct work. He stated that the electric back up heat we have been using for the community room has a difficult time keeping the room warm on cold days.

Water Street resident Bill Hennessey commented on the nice handling of the recent event where ice had caused an area of gutter and fascia board to break away from the building. Executive Director Teixeira explained how they were able to saw off the piece of gutter and lower it to the ground safely without incident. The insurance company has been contacted and quotes are being obtained for repairs. Mr. Hennessey also commended the maintenance staff on their nice job of keeping the parking lots safe and clear during this difficult winter.

Water Street resident Marjorie Dicey asked about a pot hole in the north lot and Chair Person Chapman asked about the rising of the curbs. Maintenance Supervisor Marzinzik noted that in both instances we have to wait for the ground to thaw further to properly access the damage but would investigate the area in the north lot. Commissioner Allen mentioned a solution to rising curbs is often what they call "ramps" which provides a smooth transition in a sidewalk.

Item #10. Executive Directors Report

Financial Report:

Executive Director Teixeira stated that both programs look good through four months. You will notice that the employee benefits line item is running over and this has to do with us making two health insurance payments in the month of January. We should see this line item fall back into line next month. Due to the major increase in the utility rate that went into effect on December 1, 2014 we can expect to see some line items fall deeper into the red in the coming months specifically, shelter rents and electricity. We are still waiting to see what we will receive in operating subsidy for FY2015 based on the higher utility rate. This is typically announced by HUD in April. Commissioner Allen asked which line items reflected this to which Executive Director Teixeira noted the separate line items for gas, electric, fuel and labor. Commissioner Allen also asked if there was any reduction in electrical consumption following the insulation project at Water Street to which Executive Director Teixeira stated he would investigate further.

Executive Director Teixeira asked the board if they wouldn't mind meeting the second week in April to which all commissioners were in agreement. Commissioner Sherman had requested the change so that he may attend.

Chair Person Chapman made a motion to adjourn the meeting.

The meeting adjourned at 1:42 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person