

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, May 7, 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
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
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
Commissioner	Boyd Allen

Item #2. Approval of the Minutes of April 9, 2015 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. (Public Hearing) Presentation of Five Year/Annual Plan, and Five Year Action Plan

Executive Director Teixeira explained that the Exeter Housing Authority is mandated to provide an opportunity for public comment on projects that are identified in the Five Year Action Plan and our Agencies Annual plan. Recommendations that are made during the public hearing will be presented to the advisory board for consideration and if necessary a revision will be made and presented at the June 4, 2015 Commissioners meeting at which time the Board will be asked to approve both plans.

Executive Director Teixeira then reviewed each of the projects outlined in the plans. Commissioner Sherman asked how many kitchens still required renovation and Executive Director Teixeira noted that there were 12 remaining.

Chair Person Chapman inquired if the energy audit mentioned in the plan would be for apartments or common areas. Executive Director Teixeira noted that both apartments and common areas would be part of the audit and that they are exploring heating options of gas for the Water Street, Auburn Street and Portsmouth Avenue properties as well as the possibility of oil/propane or pellets for the Linden Fields Property due to the expense of the current electric rate. Executive Director Teixeira noted that access has not yet been provided for 2015 funds and Commissioner Sherman inquired when access would be available. Executive Director Teixeira explained that access to funds would be made following board approval of the plans which is expected to be presented for at the upcoming June meeting. Commissioner Sherman mentioned that the amounts in the plan exceed the amount of the actual grant. Executive Director Teixeira explained that the Housing Authority is only allowed to fund projects outlined in the plan and therefore they put additional projects into the plan to allow for flexibility within the plan.

In year two of the five year plan is the replacement of doors which Executive Director Teixeira noted have become drafty with broken seals and that the stairwell/maintenance doors pose a hazard and recommend doors with partial glass to prevent injuries. Chair Person Chapman inquired about the line item for generators and what additional circuits would be used for. Executive Director Teixeira noted that additional circuits would include accessibility to additional outlets in the halls of 277 Water Street to provide access to oxygen dependent residents in during a power outage and heat and air conditioning access for the community room.

Executive Director Teixeira noted that the painting of the Linden Field entrance and fence were some items that have been added to the plan. Chair Person Chapman wondered what "parge" meant in the plan and Maintenance Supervisor Marzinik explained that it is a coating which covers foundations of buildings and fills in cracks. Commissioner Gjettum wondered what the "water closet" consisted of and Executive Director Teixeira noted that this is the toilet only. Commissioner Sherman mentioned the sidewalks in front of Water Street and noted that the town is potentially waiting until the road is to be paved to install sidewalks. Commissioner Sherman complimented Executive Director Teixeira on the five year plan and Executive Director Teixeira stated that he would be looking for board approval at the June meeting. Commissioner Gjettum noted that she found the plan equally impressive and was glad they had explained the discrepancy of the dollar amount of the projects outlined.

Item#4. Maintenance Committee Report

Chair Person Chapman reported that the committee met on April 30th and had a very productive meeting reviewing the annual and five year plans. The committee now has several new members who found it quite interesting to learn about the family housing

properties. Chair Person Chapman noted that the committee did not tour the properties on April 30th due to the fact that the meeting was in excess of three hours and time did not allow. Chair Person Chapman inquired if the fence at Auburn Street had been replaced and Maintenance Supervisor Marzinzik noted that the project was put on hold due to snow build up that occurs on the neighboring side and other options are being considered.

Item#5. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik reported that family unit #11 at Linden Fields was leased on April 20, 2015 following extensive renovation which included a completely new bathroom. Unit 326 at Water Street was leased on May 1, 2014 and was completed with zero vacancy days.

Maintenance Supervisor Marzinzik noted that spring clean-up is now underway with the good weather and will continue for some time as there is a lot to be done following the long winter. Maintenance Supervisor Marzinzik mentioned that a family housing tenant was hired to do some part-time maintenance work of approximately 8 hours a week and is now filling in some additional hours while the full-time maintenance employee is out. He noted that the part-time employee seems to be doing a nice job. Maintenance Supervisor Marzinzik mentioned that he has found it beneficial to have a liaison between himself and the tenant. Executive Director Teixeira noted that HUD encourages this type of tenant employment.

Maintenance Supervisor Marzinzik noted that a date will be scheduled to install air conditioners at Water Street next week. He also reported that the gutter replacement project resulting from the harsh winter has been completed on the south side of the building at Water Street. Chair Person Chapman inquired if that was the only section that fell. Maintenance Supervisor Marzinzik noted that it was the only section, however, the company who replaced the gutter also took care of some smaller repairs to other areas.

Item #6. Section 8 Manager's Report

Section 8 Manager Dooling reported the following figures and noted that she is working on housing tenants but feels the program is still in good shape.

April Unit Totals and Figures:

April	166 Units	\$ 97,187	Hap (excluding Port In)
	0 Port in	536	Utility Reimbursement
Total	166 Units	\$ 97,723	Total HAP*

We still continue to screen potential applicants from The Section 8 Wait list. The month of May/June we should have more vouchers issued and hopefully more lease ups.

*\$1250 outstanding HAP (HQS).

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Item #7. Ten Minute Audience Participation

The audience did not have any comments or questions at this time.

Item #8. Executive Directors Report

Financial:

Executive Director Teixeira stated that we recently learned that we will be receiving an additional \$40,000 in operating subsidy for FY2015. The increased funding is the result of lost revenue from shelter rents which occurred after we adjusted our utility allowance schedule. This amount may change slightly once HUD Washington has determined the overall funding need for all PHA's across the country which is expected to be sometime in July. Our Fee accountant has recommended that we hold off on making any budget revisions until that time.

Executive Director Teixeira noted that we are six months into our fiscal year and other than the line items affected by the severe winter we experienced and the major increase in the cost of electricity, the overall budget looks good. The line items affected were the result of overtime, heating repairs, snow/ice removal and the deductible for the insurance claim on the gutter replacement.

Report on LIHTC Housing:

Executive Director Teixeira noted that he had reached out to Cleo Castonguay at Saint Vincent dePaul who in turn presented our situation to his Board however, we had no success. Cleo suggested that perhaps the Town could assist in providing financial support to the project. Commissioner Sherman suggested he reach out to the Chamber of Commerce who may be able to offer some connections.

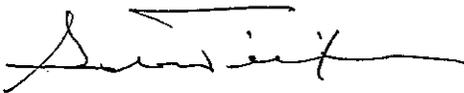
Summer Grounds help:

Executive Director Teixeira explained that Girl Scout Troop 10143 has selected 277 Water Street as their community project. The troop consists of 12-14 girls and the plan is to do some spring cleanup before planting some annuals in the front of the building. The girls will maintain the plants over the summer and then do a fall cleanup. The troop is planning to meet with residents on May 19th at 6:00 PM.

Chair Person Chapman made a motion to adjourn the meeting.

The meeting adjourned at 2:20 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person