

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, June 4, 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	Vern Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Commissioner	Boyd Allen
Commissioner	Pam Gjettum

Item #2. Approval of the Minutes of May 7, 2015 Meeting

Commissioner Sherman made a motion to accept these minutes as presented, seconded by Chair Person Chapman and the vote was 2 ayes and 0 nays. Vice Chair Person Renee O'Barton chose to abstain from the vote as she was absent from the last meeting.

Item #3. Approval of the Annual Plan and Five Year Action Plan (Board Resolution)

Executive Director Teixeira reported that the Exeter Housing Authority has completed the submission requirements for the Annual and Five year plans. Both plans were reviewed by the tenant advisory committee and then presented to the general public at the May board meeting. To complete the process the Board must approve both plans which requires a Board Resolution. Executive Director Teixeira noted the projects that were added to the plan included the following three items: Fence at Linden Fields Playground, painting of the entryways at Linden Fields and replacement of the front door intercom system at Water Street. He stated that the fence and painting was slated for 2016 and the

intercom system in 2019. Vice Chair Person O'Barton inquired if the security cameras project at Linden Fields was ever completed to which Executive Director Teixeira noted that it was. Chair Person Chapman read the following resolution which was passed with a vote of 3 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the Annual Plan and Five Year Action Plan

The following resolution was introduced by Chairwoman Chapman on June 4, 2015 and read in full and considered:

RESOLUTION NUMBER 06-2015

Be it resolved by the Board of Commissioners to Approve the Annual Plan and Five Year Action Plan

AYES

Barbara Chapman Board Chairwomen
Renee O'Barton Board Vice Chairwomen
Vern Sherman Commissioner

NAYS

Chairwomen Chapman Thereupon declared said motion carried and said resolution was approved on June 4, 2015

Item #4. Authorization to Expend Section Eight Reserve Funds to Expand Affordable Housing:

Executive Director Teixeira was happy to report that we recently learned that HUD does allow the expenditure of specific Section Eight reserve funds for costs associated with expanding affordable housing. The regulation basically states that any administrative fee reserve funds that we accumulated before FFY2004 can be used for other housing purposes including development costs associated with expanding affordable housing. Having access to these funds will allow us to pursue the development of the LIHTC property that we have struggled to finance. We are requesting authorization to utilize up to \$10,000 from the Section Eight reserve fund to assist with the costs associated with preparing a viable application to New Hampshire Housing Finance Authority (NHHFA) for the development of affordable housing. Executive Director Teixeira noted that both

the auditor and fee accountant have read the regulation the same way. Commissioner Sherman noted how these regulations have changed over the years and Vice Chair Person

O'Barton inquired if we would make the deadline for the application this year. Executive Director Teixeira noted that we would not but that these funds would hopefully allow us to file a complete application in 2017. He noted that he will extend the option to purchase land with the gentleman selling property and an extension option will be executed. A vote to expend the Section Eight Reserve funds was taken and passed with 3 ayes and 0 nays.

Item #5. Maintenance Supervisors Report

Maintenance Supervisor Marzinik reported that we currently have no vacancies but will have one the end of the month that will provide an opportunity for a kitchen replacement. He also noted that the garden at 277 Water Street has been rototilled and prepared for the Garden Club members and that regular spring/summer maintenance continues at all properties. Maintenance Supervisor Marzinik noted that the continuation of the Maintenance Meeting walk through of the properties has been scheduled for June 11th.

Maintenance Supervisor Marzinik explained that an ad had been placed in the newspaper for a part-time maintenance person who can assist with all facets of the job including equipment operation. He noted that one of the issues with a part time employee is reliability. He reported that the full time employee has returned to light duty and that the part time cleaning person would still be utilized. Chair Person Chapman noted that the part time cleaning person is doing a good job. Commissioner Sherman mentioned the importance of fulfilling the Section 3 HUD requirement. Maintenance Supervisor Marzinik reminded tenants about potential lock outs with the arrival of the nice weather and to utilize family and friends to hold a key.

Item #6. Section 8 Manager's Report

Section 8 Manager Dooling reported the following figures.
May Unit Totals and Figures:

May	:	167 Units	\$ 98,978	Hap (excluding Port In)
		0 Ports	328	Utility Reimbursement
Total		167 Units	\$ 99,306	Total HAP

Section 8 Manager Dooling reported that she will continue to screen potential applicants from the Section 8 waitlist. Many new voucher holders are waiting to lease up in the new building on Meeting Place Drive. Unfortunately it is not scheduled for occupancy until mid/late July.

Item #7. Ten Minute Audience Participation

Water Street Resident Connie Mitchell commented on the job well done by the cleaning person. Water Street Resident Linda Thayer noted the garden was good and underway.

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Water Street Resident Mary Dupre inquired about the diseased trees and how the plan indicated that this was slated for 2019 and wondered if this was removal and replacement. Commissioner Sherman explained that although this amount of money is slated for 2019, funds can be moved around within the plan. Maintenance Supervisor Marzkinzik noted that many of the trees are diseased and each would be addressed as they die off and considerations would be made at that time about the type of replacement that would work best. Water Street resident Carole Gustafson commented on the quick replacement of the tent outside the community room which was destroyed by the heavy rain.

Item #8. Executive Directors Report

Financial:

Executive Director Teixeira explained that the Public Housing side is running over on a few line items however, as previously mentioned we expect to see some of them begin to fall into line knowing that the winter months are behind us. It's important to note that the PH budget report doesn't reflect the additional \$40,000 we will receive in operating subsidy this year. We are expecting to revise the budget in July to reflect this additional subsidy which will have a positive effect on the bottom line in the actuals column. Executive Director Teixeira noted that the Section Eight budget looks very good through seven months and we expect this to continue. He stated that overall he does not see any concerns with either budget.

First Summer Cookout:

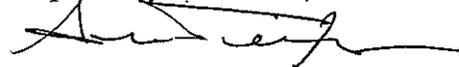
Executive Director Teixeira announced that the first summer cookout is scheduled for Friday June 26th at 1:00 p.m. Once again hamburgers and hot dogs will be provided by "On the Vine". Executive Director Teixeira extended the invitation to the commissioners to attend and mentioned that he has also invited the Girl Scout group who will be planting flowers at Water Street.

Executive Director Teixeira inquired with the commissioners if it would be possible to move the board meeting to Fridays to accommodate the new schedule of one of the commissioners but no conclusion was made.

Vice Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Sherman.

The meeting adjourned at 1:45 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person