

**Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
(603)778-8110  
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**M I N U T E S  
Board of Commissioners  
Friday, May 6, 2016 3:15 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	Renee O’Barton
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

Absent:

Vice Chair Person	Barbara Chapman
Commissioner	Pam Gjettum
Section 8 Manager	Margaret Dooling

**Item #2. Approval of the Minutes of the April 1, 2016 Meeting**

Commissioner Allen made a motion, seconded by Chair Person O’Barton to accept these minutes with a correction noted by Public Housing Manager Birch and the vote was 3 ayes and 0 nays.

**Item #3. Public Hearing on Annual Plan Fiscal Year 2016 (Board Resolution)**

Executive Director Teixeira explained that the Exeter Housing Authority is required to prepare an Annual Plan which basically lays out the Housing Authority’s mission and goals. Regulations require that the plan be presented in a public setting to allow an opportunity for comment. The plan also requires that we include our 2016 Capital Fund budget along with our Five Year Action Plan.

Commissioner Allen inquired about the nature of the expiration date located at the top of the form. Executive Director Teixeira reported that this was the expiration date of the form, not the information and that it was not uncommon to see outdated expiration dates.

Executive Director Teixeira reviewed both the Annual Plan and the 2016 Capital Fund. Chair Person O’Barton asked Executive Director Teixeira to repeat the figure to re-grade

the parking lot at the Linden Fields property which Executive Director Teixeira noted if was \$16,700. He mentioned that the plan was presented to the Tenants Advisory Committee a couple of weeks ago and that there were no changes. Commissioner Allen inquired about some missing page numbers and Executive Director Teixeira noted that those missing pages were repetitive. Executive Director Teixeira asked if anyone had any questions on the 5-Year Plan and noted there had not been any changes since last year.

Chair Person O'Barton read the following resolution which was approved 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 for Fiscal Year 2016**

The following resolution was introduced by Chairwoman O'Barton on May 6, 2016 and read in full and considered:

#### **RESOLUTION NUMBER 5-2016**

**RESOLVED:**

**Be it resolved by the Board of Commissioners to Approve the Annual Plan for Fiscal Year 2016.**

**AYES**

Boyd Allen Commissioner

Vernon Sherman Commissioner

Renee O'Barton Board Chairwoman

**NAYS**

#### **Item #4. Low Income Housing Tax Credit (LIHTC) Project Update**

Executive Director Teixeira reported the Housing Authority was granted a special exception by the Zoning Board of Adjustments (ZBA) to allow for the development of multifamily housing in a single family housing zone. Several abutters attended the meeting with most expressing their concerns with the drainage conditions in the area. This is an issue that we will work to resolve as we move forward. Next up we will be seeking approval from the Planning Board on our yield plan which is scheduled for May 26<sup>th</sup>. This will be the first of at least two more trips to the Planning Board. We will also have to meet with the Technical Review Committee at least once sometime before our final trip to the Planning Board. The challenge before us is to get this all accomplished before the LIHTC application deadline of August 28<sup>th</sup>, 2016. Executive Director Teixeira noted that he met with the engineer and the consultant this week and they are confident that this can be accomplished.

Commissioner Sherman mentioned that Exeter Boards and residents may find it advantageous that the Exeter Housing Authority would be managing the property as they have many years of experience with the screening process and housing regulations. He also mentioned the concern of another family complex in the same area and noted that the proposed plan had a majority of one bedroom units which would house mostly individuals or two adult household members. Commissioner Allen asked if there was anything that could be done ahead of time to address the issues. Executive Director Teixeira reiterated that the only opposition he found was really drainage issues and the forum for those issues was the Zoning Board of Adjustment.

**Item #5. Community Development Block Grant (CDBG) Application**

Executive Director Teixeira was pleased to report that the Community Development Finance Authority has awarded Exeter Housing Authority a Community Development Block Grant (CDBG) in the amount of \$500,000. The Grant funds will be used to make energy improvements at all four properties which include converting the heating system at Linden Fields and Portsmouth Avenue and the installation of photovoltaic panels at the Auburn Street building. With the cuts we have seen to the Capital Fund Program over the past several years, this comes at a great time as it will allow us to address some of the larger capital improvement projects that we have deferred. Executive Director Teixeira noted that Capital Funds used to be in the \$180,000 to \$190,000 range and are currently about \$120,000 to \$130,000. The commissioners commended Executive Director Teixeira on a job well done.

**Item #6. Maintenance Supervisors Report**

Maintenance Supervisor Marzinik reported that Unit 322 was leased on May 1<sup>st</sup> here at Water Street. This unit received a new kitchen, paint and carpeting. He also noted that the spring clean-up has begun at all properties.

Maintenance Supervisor Marzinik explained that Appliance Services were out to look at the issues of the ovens mentioned at the last meeting. Appliance Services has instructed the two tenants investigated how to set their oven temperature accordingly. Maintenance Supervisor Marzinik told residents to contact the office if they had any issues with their ovens or air conditioners and he would be happy to test them.

**Item #7. Section Eight Managers Report**

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

April Unit Totals and Figures:

April

168 Units	\$100,734 Hap (excluding Port In)
2 Port in	157 Utility Reimbursement
Total 166 Units	\$100,891 Total HAP

Commissioner Sherman asked if Section 8 Manager Dooling was adding new tenants on and Executive Director Teixeira noted that she was in the process and it is being balanced well.

**Item #8. Ten Minute Audience Participation**

277 Water Street resident Nancy Hunt inquired about apartment windows being difficult to open. Maintenance Supervisor Marzinzik asked that she submit a work order at the office and he would address the issue. Nancy Hunt also inquired how HUD worked and Executive Director Teixeira responded that the Housing Authority is funded and regulated by HUD (Housing and Urban Development).

**Item #9. Executive Directors Report**

**Budget Report:**

Executive Director Teixeira explained that we are at the midpoint in our fiscal year and the budget for both programs look great. I expect to see similar results thru the end of September. Our 2016 Capital Fund was recently approved by HUD and we expect have access to these funds sometime over the next two weeks. We will begin lining up some of the bigger projects over the next few weeks with the expectation of having them completed in early summer. These projects along with the projects that will be funded by the Community Development Block Grant will make for a very busy summer.

**Tri-State Conference (Save the date)**

Executive Director Teixeira noted that the New Hampshire Housing Authorities will be hosting the Annual Tri-State Conference this year. The conference will be held at Mills Falls at the Lake September 11<sup>th</sup> thru the 14<sup>th</sup>. Further details as we move closer to the date should any commissioners be interested in attending.

Commissioner Allen again congratulated Executive Director Teixeira on the Community Block Development Grant which was reiterated by Chair Person O'Barton and Commissioner Sherman. Commissioner Sherman also noted that the heating projects will reduce the utility allowance.

Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Allen and the meeting adjourned at 3:50 PM.

Respectfully Submitted,

Antonio Teixeira  
Executive Director

Renee O'Barton  
Chair Person