

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833-1719  
(603)778-8110 or (603)778-1479  
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M I N U T E S  
Board of Commissioners  
Thursday, June 6, 2013 1:00 p. m.  
Community Room, 277 Water Street  
Exeter, NH 03833

**1. Roll Call** – The roll call was taken. Present at the meeting were:

Chair Person	Barbara Chapman
Vice Chair Person	Renee O'Barton
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Secretary	Claire Purple
Legal Counsel	Sharon Somers

Absent: Commissioner George Bragg

**Item #4 – Approval of Access Agreement with Unitil** - The meeting began with this item as Attorney Somers was unable to stay for the entire meeting and wanted to answer any questions that Board members may have relating to the Access Agreement with Unitil. Mr. Teixeira said the Access Agreement in a nutshell would allow Unitil to come on to the property and drill two (2) additional monitoring wells on the south portion of the property and continue to periodically sample groundwater from each of the wells on the property.

Attorney Somers gave an overview of the Agreement for the attendees at this meeting. She also reviewed restrictions governing this Agreement and stated that the Agreement would continue in force and effect for the duration of the groundwater management permit or any terms of renewal.

Mr. Teixeira commented that EHA and Northern Utilities have been partners in reference to this Access Agreement for the past ten (10) plus years and it has been a good working relationship with no problems.

Commissioner Allen asked Mr. Teixeira if he knew if the wells would be flush mounted or stick ups. Mr. Teixeira responded that his understanding was that they would be below grade and capped. Mr. Allen requested that they have lockable road boxes so they don't stick up and possibly be clipped by lawn mowers. Attorney Somers suggested that Commissioner Allen's suggestion be incorporated into the plan.

Mr. Teixeira had asked Unitil to pick up the cost of our attorney fees but this was not something they wanted to do. After further discussion they agreed to pay for the costs of a bench that will be about \$1,000.00 and it will be placed in the front of the building at the drop off/pick up spot. They will also be sponsoring a cookout which will be held the last Friday in June. Mr. Teixeira invited the Commissioners to attend this cookout.

Commissioner O'Barton made a motion to accept the Site Access Agreement between Northern Utilities, Inc. and Exeter Housing Authority, seconded by Commissioner Allen and the vote was 4 ayes 0 nays. Attorney Somers left the meeting at this time.

**Item #2 – Approval of Minutes of May 2, 2013 meeting** – Commissioner O'Barton made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 3 ayes 0 nays. (Commissioner Sherman was not present at this meeting.)

**Item #3 Weatherization Project Water Street** – Mr. Marzinzik reported that this project wrapped up on June 4, 2013 but there is still a punch list to complete which will be done after they do an air test. Technically it is not complete until they do an air test. Mr. Teixeira reported that a \$53,000.00 in annual savings overall was mentioned and it will be interesting to see how close we get to this figure. Commissioner Allen commented that there was a pre insulation air test done and now they would do a post insulation air test and compare the results from each test.

Mr. Marzinzik reported that we will be doing pull station testing for the tenants on the third floor to make sure that these stations were not compromised during the project. This work will be done next week.

Chair Person Chapman commented that this was a job well done. Commissioner Sherman added that Mr. Teixeira did a good job getting the grant money from Unitil so that this job could be completed.

**Item #5 – Maintenance Supervisor's Report** Mr. Marzinzik reported that the last of the refrigerators were delivered. Commissioner Sherman asked what happened to the old refrigerators. The old refrigerators were sent to Texas. All of the EHA properties now have new refrigerators. Commissioner Sherman asked for confirmation that Unitil paid one hundred per cent (100%) for this project. Mr. Teixeira replied yes they did.

**Item #6 – Section 8 Manager's Report**

May Unit Totals and Figures:

May:	168 Unit	\$101,482	HAP (excluding Port Ins)
	3 Port Ins	417	Utility Reimbursement
Total	165 Units	\$101,065	Total HAP

Ms. Dooling reported that things are pretty steady. Maybe ought to be in the 165 range and June 166-167. Mr. Teixeira complimented Ms. Dooling on the excellent job she is doing.

**Item #7 – 10-Minute Audience Participation** – Chair Person asked Ms. Mary Dupre if she had any comments to make on the 375 celebration. Ms. Dupre reported the following:

A public program given by Don Foster a retired archeologist from Phillips Exeter Academy gave a presentation on his works here in Exeter. This was very well attended by fifty (50) people thirty (30) of this group was from people not living at 277 Water Street.

Another event the Victorian Tea Party which will be held on June 22. People have been asked to rsvp. Residents have signed up to wear vintage costumes and to act as servers during this event

Chair Person Chapman commented that Mr. Foster's talk was very interesting and he did a very good job.

**Item #8 – Executive Director's Report –**

**Sewer Interceptor Project (Town Project):**

We are still waiting to hear from the Underwood Engineers on a date that this project will resume. A few weeks ago we received a call from Bob from Jamco. They have decided to sub-contract the paving portion of the project to GMI paving and are awaiting word from them on a start date. Our concern is the Tea Party is scheduled for June 22 and we certainly do not want to be in the middle of construction while this is going on. Mr. Teixeira will make sure that this does not happen.

Commissioner Sherman asked if we were going to get a bid from GMI to pave our south lot. Mr. Teixeira's initial contact with Bob Daigle said that we would be able to piggy back onto this paving project to include our south lot where we would not have to advertise and we would receive good pricing on the paving.

**Occupancy Rate:**

We currently have one vacancy at Water Street and it is scheduled to be leased up on June 15<sup>th</sup>.

**Financial Report:**

Public Housing budget looks very good through seven months. The Section 8 budget is looking slightly better than what we projected a couple of months ago. We recently received our actual HAP Renewal Funding for F/Y 2013 and learned that we will be getting \$10,000 more than we projected. I spoke with our fee accountant earlier in the week and he feels that both programs are in good positions through 7 months.

**Staff Training:**

Some members of the staff recently attended training sessions on Bed Bug Prevention in Public Housing and Effective Time Management. Claire and Jill recently attended the Effective Time Management class and Mark and Claire attended the Bed Bug presentation put on by NH Housing Finance Authority. The free training sessions were sponsored by The New Hampshire Association of Professional Services and Primex.

The town is going to modify the existing health plan that is offered by LGC Health Trust and it could affect the EHA employees. It's a lower cost plan with higher costs for prescriptions and co pays for office visits. Claire and I are scheduled to meet with Russ Dean tomorrow. Commissioner Sherman offered to go to this meeting if it is acceptable with the Board. This was acceptable with the Board and Mr. Teixeira will report to the Board at the July meeting.

PEA donates flowers to the residents of 277 Water Street the day after the prom and we will pick them up and put them on a table in the Community Room tomorrow. We will let tenants know when we have received them.

The next meeting will be held on July 11 and Commissioner Allen will not be able to attend this meeting.

Commissioner Allen made a motion to adjourn this meeting, seconded by Commissioner O'Barton and the vote was 4 ayes 0 nays.

The meeting adjourned at 1:50 p. m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person