

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833-1719  
(603)778-8110 or (603)778-1479  
FAX: (603)772-6433

M I N U T E S  
Board of Commissioners  
Thursday, August 1, 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
Office Assistant	Jill Birch
Absent: Commissioner	George Bragg
Secretary	Claire Purple

**Item #2 – Approval of Minutes of June 6, 2013 meeting** – Commissioner Allen made a motion to accept these minutes as presented, seconded by Commissioner Sherman and the vote was 4 ayes 0 nays.

**Item #3 - Old Business**

**a) Sewer Interceptor Project, Water Street**

Mr. Marzinzik reported that this project is almost wrapped up; the parking lot stripping and numbering have been completed for the north and center lots.

Yankee Clipper is working on the irrigation system and trouble shooting electrical wiring for the irrigation system to work properly. They have determined that there are no leaks and the problem is with wiring but can operate manually.

Mr. Marzinkik stated that the contractor will return to address two areas of pavement that are puddling.

Vice Chair Person O'Barton asked who had been subcontracted to do the pavement and Mr. Marzinzik informed the board that Jamco had completed the work themselves.

Commissioner Sherman inquired about the pavement of the South lot and was advised that this issue would be addressed further down on the agenda.

**b) Weatherization Project, Water Street**

Mr. Marzinzik advised the board that following the blower test that was done on Wednesday, July 31<sup>st</sup> that the Water Street Weatherization Project is now complete. Mr. Teixeira commented that they did see some positive results but not quite the savings that they were expecting. This is likely the result of the air conditioning sleeves being open at this time and Mr. Teixeira feels we and the tenants will see additional savings. He commented that during the excessive heat recently that the third floor seemed cooler than in the past.

**c) Monitoring Wells (Unitil)**

Mr. Marzinzik reported that two monitoring wells were installed in the landscape of the south lot without incident. Mr. Teixeira mentioned that the initial location of one of the wells was relocated due to the fact that it was too close to a gas line.

Chair Person Chapman inquired about the puddling areas and Mr. Marzinzik explained that one was in the center lot and one in the north lot and that they will be addressed by Jamco.

**Item #4 -Approval of Annual Plan**

Mr. Teixeira reviewed that Annual Plan by item and asked if anyone had any questions. Commissioner Sherman asked if the Green Physical Needs Assessment was mandatory and Mr. Teixeira advised that it has been delayed by the sequester but that he has been advised to move forward with this by HUD and other Directors. Commissioner Allen asked if there are set guidelines for the Green assessment and Mr. Teixeira explained that they would have access to say 10% of 1 bedroom apartments to evaluate for energy improvement in subsequent years. He noted that the job would be put out to bid and that they have a list of potential qualified contractors.

Chair Person Chapman noted that the lobby carpet could stand to be replaced and Vice Chair Person O'Barton asked if the paving of the south lot was in this fiscal year to which Mr. Teixeira advised that it would be.

The annual plan and the civil rights resolutions were introduced and approved as follows:

HUD-9014

(11-68)

**Board Resolution of the Exeter Housing Authority to Approve the 2013 Annual Plan and the Civil Rights Certification**

The following resolution was introduced by Chairwomen Chapman on August 1, 2013 and read in full and considered:

**RESOLUTION NUMBER 8-2013**

Be it resolved by the Board of Commissioners to approve the 2013 Annual Capital Improvement Plan in the amount of \$116,800 HUD-50075.1 and the Civil Rights Certification HUD-50077-CR.

Commissioner O'Barton Moved that the foregoing Resolution be approved as introduced, which motion was seconded by Commissioner Sherman and upon a roll call the "Ayes" and "Nays" were as follows:

AYES

NAYS

Vernon Sherman	Commissioner
Barbara Chapman	Chairwomen
Renee O'Barton	Vice Chairwomen
Boyd Allen	Commissioner

Chairwomen Chapman thereupon declared said motion carried and said resolution was approved on August 1, 2013

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**Item #5 - Calculation Correction (Retirement Plan)**

Mr. Teixeira explained that the EHA provides a retirement plan to all full time employees. The employee becomes eligible after one year of employment with the EHA. The way the plan works is the EHA contributes 5% of the employee's annual gross income into the retirement plan.

He noted that when they sat down last month to enroll Mr. Marzinzik into the retirement plan that they discovered that since January of 2010 the EHA has been contributing 6%. He estimates that over this period of time the EHA contributed an additional \$8,800 to the employee retirement plan. He noted that they made the correction effective July 1<sup>st</sup> and notified our Fee Accountant and retirement plan administrator.

Mr. Teixeira offered two options to consider. The first option is to recapture the money from each of the employees. He explained that this could be complicated because two of the employees that were on the plan during this time period are no longer employed with the EHA. The second option is to allow the additional contribution amount to remain in the retirement plan.

Commissioner Sherman offered a third option to leave the percentage at 6%, indicating that in years prior it had been as high as 12% and most retirement plans in New Hampshire run from 10% to 12%. Vice Chair Person O'Barton was going to offer a 4<sup>th</sup> option but agreed with Commissioner Sherman that the option to leave the percentage at 6% was best. Chair Person Chapman agreed. Commissioner Allen indicated that this is how it has been operating and due to the disparity of percentage between agencies that he too was also in agreement. A motion was made by Chair Person Chapman to leave the contributing percentage at 6%. Vice Chair Person O'Barton seconded the motion based not on the fact that no one caught the error but on the disparity between agencies. The motion was approved with 4 Ayes and 0 Nays.

#### **Item #6 - Approval of Paving Contract (Jamco) South Parking Lot**

Mr. Teixeira indicated that he thought this project would be completed by now however, delays caused by the weather created a chain reaction in the Contractors schedule.

Mr. Marzinzik provided the three options to the board. The first option would be the paving of the just the south lot, the second option would include the driveway to the pump station and the third option would also include the walkways to the north lot. Mr. Marzinzik noted that the minimal additional money it would be worth it because the price is good and for the continuity of the pavement.

Mr. Teixeira noted that this project is funded out of our capital grant and that we would be over budget by about \$5000 and would have to tap into our camera money. He noted that additional camera money has been programmed into the next fiscal year. Vice Chair Person O'Barton asked if it was only the town who required access to the pump station. Mr. Teixeira noted that they have an easement. Commissioner Allen asked what the timeline would be and Mr. Teixeira noted they were aiming for the week after next. Vice Chair Person O'Barton asked the length of the project which Mr. Marzinzik thought would be about a week to completion. Commissioner Allen made a motion to complete the entire project at this time at the quoted rate of \$17,047.50 which was seconded by Chair Person Chapman. The motion was approved with 4 Ayes and 0 Nays.

**Item #7 - Employee Health Insurance**

Mr. Teixeira explained to the board that EHA is currently grouped under the Town health plan. Effective July first the Town modified its offerings under the LGC health plans. The new plan would make changes to the prescription drug plan and co-pays for office and emergency room visits. Essentially the plan is transferring to a more user driven system, the more you use the more you pay.

Mr. Teixeira noted that he, Commissioner Sherman and Secretary Claire Purple met with Russ Dean back in June to discuss the changes to the plan and also, to determine if this change would be optional to the EHA. After discussions with both Russ and LGC we learned the change would be optional for the EHA.

Mr. Teixeira indicated that he feels this is a plan that should be considered but, not at this time. He explained that we are nine months into our fiscal year and feels we should wait and implement any changes to reflect our 2014 operating budget.

Commissioner Sherman indicated that this is a calendar year with an enrollment period in November/December. Mr. Teixeira indicated that we would be breaking away from the town and using our Tax I.D. number in January and that we will pay LGC direct rather than paying the town to pay our benefits. We would still benefit from the group rate. Vice Chair Person O'Barton asked if the health benefit was paid 100% by the employer to which the answer was yes. Chair Person Chapman made a motion to approve which was accepted with 4 Ayes and 0 Nays.

**Item #8 - Maintenance Supervisor's Report**

Chair Person Chapman noted that the last Maintenance Meeting was rained out during the tour of the properties and that this would be finished up at a later date.

Mr. Marzinzik advised that Maintenance has been looking into preventive maintenance measures for landscape, mowing and other exterior items that are tended to on a weekly basis at all properties. These efforts will make the fall and spring clean-ups easier and keep the properties looking well cared for on a weekly basis.

Trimming, edging and mulching have been ongoing as well as other beautification projects at all the properties.

A new bench and hard scape were installed in the front of the Water Street property as requested by several residents for a place to sit while waiting for transportation.

Touch up paint, extracting carpets and other various items have been addressed on the interior.

Mr. Teixeira noted how nice the landscape and the vegetable garden look.

**Item #9 – Section 8 Manager’s Report**

Mrs. Dooling noted the following figures:

July Unit Totals and Figures:

July:	167 Units	\$101,194	Hap (excluding Port Ins)
	1 Port ins	433	Utility Reimbursement
Total	166 Units	\$101,627	Total HAP

Chair Person Chapman asked if the program lost many apartments as a result of the sequestration. Mrs. Dooling advised that we did go down a little.

**Item #10 – 10-Minute Audience Participation –**

Mrs. Loch mentioned an issue with a cart left in the parking lot near her parking space containing an offensive odor. It was advised that this cart would be removed.

Mr. Marzinzik did address that during public events that barricades with “tenant parking only” signs will be put out to deter the public from parking in our lot. Mr. Marzinzik pointed out these are not intended to offend tenant visitors.

**Item #11 – Executive Director’s Report –****Financial Report:**

Mr. Teixeira noted that the Public Housing budget looks very good through 9 Months and Section 8 is running in line with the budget cuts that were brought on by sequestration. He indicated that considering the budget cuts to both programs that overall we are in good position through 9 months.

**2014 Operating Budget:**

Mr. Teixeira stated that he has started the process of preparing the 2014 operating budget. Mr. Teixeira mentioned that he will be working closely with the fee accountant over the next month and will have the budget finalized for the September Board meeting.

**Washington Update:**

Mr. Teixeira advised the board that in late June both the House and Senate appropriations committees passed their versions of the FY 2014 THUD spending bills. The senate bill received strong bipartisan support and passed through with all the Democrats and several Republicans voting for it while the House bill passed on a strict party line vote.

The Senate bill would eliminate sequestration and provide what we feel would be adequate funding while on the House side the bill would continue the sequester and make even deeper cuts to the budget. The two sides are about 10 billion apart which will almost certainly result in another frustrating budget battle and probably another Continuing Resolution.

**Cook-out:**

Mr. Teixeira noted that our first cookout was back in late June and we had a great turnout with about 70 people in attendance. The second will be held on Friday August 23<sup>rd</sup> and he invited all to attend.

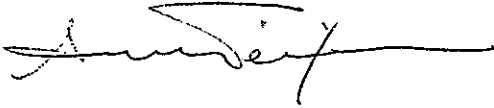
Vice Chair Person O'Barton noted how nice it is how smoothly things run here, making their job easier. Commissioner Sherman mentioned how tough the times are and how we have avoided many of the cuts other places are seeing. Mr. Teixeira thanked the office staff as well.

The next meeting will be held on Thursday, September 5, 2013.

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

The meeting adjourned at 1:55 p. m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person

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