

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, February 6, 2014 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
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Maintenance Supervisor	Dustin Marzinzik
Public Housing Manager	Jill Birch

Absent:  
Vice Chair Person                      Renee O'Barton

**Item #2 Approval of Minutes of January 9, 2014 meeting** – Commissioner Allen made a motion to accept these minutes as presented, seconded by Commissioner Gjettum and the vote was 4 ayes 0 nays.

**Item #3. Green Physical Needs Assessment (GPNA):**

Executive Director Tony Teixeira reported the HUD has mandated that all PHAs undergo a Green Physical Needs Assessment (GPNA). A submission deadline has not been determined but it's believed that it will be due sometime this year. HUD cites the primary objective is to measure the impact of the annual Capital Fund appropriations on the physical needs of all Public Housing inventory and to produce data on green activities for the Capital Fund Program.

Executive Director Teixeira proposed to enter into an agreement with Right Trak Design Inc. to perform the GPNA for our Agency. He noted that they performed a comprehensive physical needs assessment at all our properties in 2009 which allowed us

to develop our current 20 year capital improvement plan. They also performed an energy survey at all properties in 2005. They already have a great deal of the information that will be needed to complete the GPNA at their disposal which will save us time and money. They have performed GPNAs for several PHAs in New England including a few here on the seacoast. Executive Director Teixeira attached a copy of their proposal which provides a summary of services they will provide including the cost. Chair Person Chapman inquired if this assessment was required every year to which Executive Director Teixeira explained the assessment would be every 5 years.

Commissioner Gjettum inquired what a Green Physical Needs Assessment actually was. Executive Director Teixeira explained that all areas would be inspected including common areas, apartments, exteriors and grounds and that the green portion relates to energy saving concepts. He cited the examples in lighting, heating and refrigeration where based on the age of the appliance a life span could be determined. He explained how this helps to plan the capital needs for the agency.

Commissioner Sherman inquired if a certain dollar amount was to be spent on Green Physical Needs per year or if they considered work done under prior grants. Executive Director Teixeira explained that the guidelines suggest that projects must be completed with federal dollars as opposed to grants like those we have received in the past for refrigerators, air conditioners and thermostats. Commissioner Sherman stated that 20% of the Capital Fund should be spent on energy savings and that we have been doing this so far. Commissioner Allen noted that the assessment will reveal those appliances which have been retrofitted to date. Commissioner Allen also asked that an electronic copy of the report from Right Trak Design be added to the proposal.

Maintenance Supervisor Marzinik asked if all the projects had to be energy related or would a project like gutters be considered. Commissioner Allen pointed out that gutters could result in recycling water benefits.

Commissioner Sherman made a motion to award the Green Physical Needs Assessment to Right Trak Design at the proposed rate of \$8,800.00. The motion was seconded by Commissioner Allen with the inclusion of an electronic copy of the results provided by Right Trak Design. A vote was taken with 4 ayes and 0 nays.

**Item #4. Maintenance Supervisor's Report:**

Maintenance Supervisor Dustin Marzinik reported the snow storm of yesterday had been cleaned up. Commissioner Allen mentioned a fallen branch he noticed on his way in which Maintenance Supervisor Marzinik advised he would remove. Executive Director Teixeira complimented Mr. Marzinik on a nice job with the clean up following the storm.

Maintenance Supervisor Marzinik reported that #4 Linden Fields has been completed and was occupied with a transfer on January 17, 2014. #2 Linden Fields is in the process of being refurbished and should be complete within the next couple of weeks. #115

Water Street has been occupied with a transfer on February 1, 2014. #108 Water Street has also been occupied with a transfer on February 1, 2014 as well.

Maintenance is presently working to refurbish units #226 and #217 here at Water Street. One of the units will require the installation of a new kitchen. Both units will be complete and occupied on March 1, 2014. Two additional units will also become vacant at the end of this month. Chair Person Chapman inquired how many kitchens were left to be remodeled. Executive Director Teixeira responded that he thought it was approximately 10 units.

**Security Cameras**

Maintenance Supervisor Marzinzik reported that the security cameras have been installed at the Linden Fields property and are up and running. The contractor is in the final phases of adjustments and the work should be complete by the end of the week.

**Arborist**

Maintenance Supervisor Marzinzik reported that the Arborist has completed the work at 277 Water Street.

**Part-Time Maintenance Staff**

Maintenance Supervisor Marzinzik stated the Steve Jautaikis has been hired as our new part-time maintenance person and should be an excellent addition to the department. Chair Person Chapman inquired how many hours the new maintenance person would be doing. Maintenance Supervisor Marzinzik responded that it would be 20 hours weekly and that he would be keeping Ken Murray on a part time basis as well for snow removal. Executive Director Teixeira responded that this was a terrific idea.

Commissioner Sherman asked about the approximate vacancy days with the recent surge of vacancies. Public Housing Manager Jill Birch responded that no vacancy days occurred with the two recent transfers at Water Street. Executive Director Teixeira noted that aside from a recent family unit that required a great deal of work that the vacancy days have been 30 days or less which is very good.

**Item #5. Section 8 Manager's Report:**

Section 8 Manager Margaret Dooling reported the following figures:

January Unit Totals and Figures:

January	:	167 Units	\$ 99,737	Hap (excluding Port In)
		1 Port in	440	Utility Reimbursement
Total		166 Units	\$100,177	Total HAP

Section 8 Manager Dooling reported that the program was off to a slow start and has lost tenants with moves to nursing homes and deaths bring the voucher total to 163. Screening will be taking place in the coming weeks to bring the voucher total up. The

Housing Authority will be receiving an additional \$40,000 in HAP assistance which will help with the average HAP payment. Executive Director Teixeira mentioned he would like to bring the voucher total to 169 or 170. Commissioner Sherman added that the additional \$40,000 would even things out. Section 8 Manager Dooling stated that they would be watching things closely.

**Item #7. Executive Director's Report:**

Executive Director Teixeira announced that Claire Purple would be retiring at the end of February. He noted that Claire has been a key contributor for the Exeter Housing Authority and will be missed. He stated that a target date for hiring a part-time assistant for the office would be April 1, 2014. Commissioner Gjettum inquired about training for her position and Executive Director Teixeira informed the board that although a longer training period had been anticipated that Jill Birch has been training with Claire Purple.

**Financial Report:**

Executive Director Teixeira reported that the budget that the President signed into law last month provided additional funding to the Public Housing Operating Fund, Public Housing Capital Fund, Section 8 Housing Assistance Payments (HAP), and the Administration Fee. The increase provides some much needed relief which will allow us to help more households in need of assistance and provides additional dollars for Capital Improvements.

Our fee accountant estimates that based on the increase in funding and adjusted proration factors we can expect to receive an additional \$55,000 between both programs. Executive Director Teixeira stated that things look good through 3 months.

**Happy Software conversion to Housing Pro update:**

Executive Director Teixeira stated that the software project is on schedule. Happy will begin collecting data during the Month of February with follow up conference calls also scheduled during this period to review the progress and to address any issues. The final data will be collected on Friday March 14<sup>th</sup> and on-site training will follow on March 18<sup>th</sup>, 19<sup>th</sup>, and 20<sup>th</sup>. Executive Director Teixeira mentioned that he will have our outside inspector spend some time with Maintenance Supervisor Marzinzik to provide training on conducting the inspections utilizing the I-Pad.

**Tri-State Conference:**

Executive Director Teixeira noted that New Hampshire will be hosting the Tri-State conference this year. The conference will be held at the Sheraton Harbor side in Portsmouth on May 5<sup>th</sup> and 6<sup>th</sup>. One of the training sessions being offered is designed for Commissioners and focuses on the role and responsibilities of a Commissioner. Further details will be provided as we move closer to the conference date.

**Financial/Compliance Audit:**

Executive Director Teixeira stated that we have yet to receive copies of the Audit that our Agency underwent in December but has been assured that they will be available for our March meeting. Commissioner Gjettum asked if this was a normal turn around time to which Commissioner Sherman indicated that it was.

Executive Director Teixeira advised that our IT person has advised the housing authority to replace the current server prior the conversion of the Happy software program. Money from the capital grant will be moved around to accommodate this expense.

**Item #6. Audience Participation:**

Chair Person Chapman thanked the Maintenance Department for their assistance with her recent transfer of apartments.

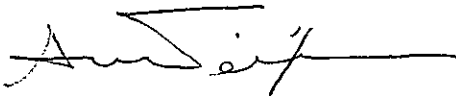
Commissioner Gjettum mentioned that volunteers would be here in the community room to provide tax-aid on Monday and Friday mornings for residents and the public. Executive Director Teixeira asked who had sponsored this to which Commissioner Gjettum replied AARP.

Executive Director Teixeira mentioned that the election of officers would take place at the April meeting. Commissioner Allen mentioned that he felt it was a mutual consensus that things were going well as they are.

Chair Person Chapman made a motion to adjourn seconded by Commissioner Sherman.

The meeting adjourned at 1:35 p. m.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person

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