

Housing Authority  
Of the  
Town of Exeter  
277 Water Street  
Exeter, NH 03833  
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M I N U T E S  
Board of Commissioners  
Thursday, November 6, 2014 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
Commissioner	Pam Gjettum
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

**Item #2. Approval of Minutes of October 2, 2014 Meeting**

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 5 ayes and 0 nays.

**Item #3. Fiscal Year 2014 Yearend Financial Report**

Executive Director Teixeira stated that the fee accountant Howard Gordon was out last week to reconcile the books for FY 2014 and was pleased to report that both programs finished in the black. Public Housing is showing a surplus of \$62,879 and Section eight is showing a surplus of \$6,767. Some of the categories that stand out on the Public Housing side are operating receipts and the operating subsidy. Both are up for a combined increase of \$18,696. Administration and ordinary maintenance expenses are both down for a combined decrease of \$13,729. What stands out on the section eight side are operating receipts are up \$13,712 and administration expenses are down \$3,380. The \$6,767 section eight surplus will remain in the general account and the \$62,879 surplus will be transferred to the Public Housing reserve account.

Commissioner Sherman asked if this included the reduced percentage on the Section 8 side for direct costs such as office supplies, etc... Executive Director Teixeira concluded that it was included in that figure.

Commissioner Gjettum inquired if the surplus would be recaptured by HUD. Executive Director Teixeira noted that he recently spoke to the fee accountant regarding this issue and it is a possibility for HUD to decide there is enough surplus to operate independently for a period of time. The fee accountant suggested spending some of the money on some necessary projects.

**Item #4. Write Off of Bad Debts (Board Resolution)**

Executive Director Teixeira noted that during Mr. Gordon's visit last week he requested that we write off two uncollectable debts totaling \$759.16. Both are a result of tenants who left the program owing the EHA rent money. One goes back to 2011 and the other was incurred in 2013 and involved a tenant that passed away and had no immediate family in the area. Commissioner Gjettum made a motion to accept the following board resolution, seconded by Commissioner Allen and the resolution was passed with a vote of five ayes and 0 nays.

**HUD-9014  
(11-68)**

**Board Resolution of the Exeter Housing Authority to Write Off Bad Debts**

The following resolution was introduced by Chairwoman Chapman on November 6, 2014 and read in full and considered:

**RESOLUTION NUMBER 11-2014**

**Be it resolved by the Board of Commissioners to write off bad debts totaling \$759.16**

**AYES**

- Barbara Chapman, Chair Person**
- Renee O'Barton, Vice Chair Person**
- Vern Sherman Commissioner**
- Boyd Allen Commissioner**
- Pam Gjettum Commissioner**

**NAYS**

**Chairwomen Chapman Thereupon declared said motion carried and said resolution was approved on November 6, 2014**

**Item #5. Authorization to enter into an Agreement with North American Power**

Executive Director Teixeira explained that Unitil has announced a significant rate increase that is scheduled to go into effect on December first. The energy charge will nearly double, increasing to .1560 cents per kilowatt hour from the current rate of .840

cents. Unutil is reporting that the increase is related to the recent closures of two New England power plants and the increased demand for natural gas.

Executive Director Teixeira explained that he is in the process of negotiating an agreement with North American Power to purchase energy from them. They have given us a quote of .1149 cents per kilowatt hour for standard consumption usage and are in the process of working up a rate for one of our accounts that qualifies for a better rate based on higher consumption. Even if the best North American Power can do is .1149 per kilowatt hour we would be looking at an annual savings of \$8,343 over the Unutil rate. Executive Director Teixeira requested authorization to proceed forward.

Commissioner Allen made a motion to proceed forward with the agreement with North American Power for no more than .1149 cents per kilowatt hour. The motion was seconded by Commissioner Gjettum and passed with a vote of 5 ayes and 0 nays.

**Item #6. Maintenance Committee Report**

Chair Person Chapman presented the report noting that the committee now has some new members. The Committee recently toured the family properties and were able to see the new camera security system at Linden Fields. Committee members were also able to visit an unoccupied 3 bedroom unit at Linden Fields. Chair Person Chapman commended the maintenance staff on the nice playground area at Linden Fields which has new fencing and new playground chips. The committee also toured the Auburn Street property where the fence is currently being replaced. Maintenance Supervisor Marzinzik noted that the porches at the Portsmouth Avenue property had been painted and that the drainage work there is underway.

**Item #7. Maintenance Supervisors Report**

Maintenance Supervisor Marzinzik reported that #14 Linden Fields has been refinished and occupied on 11-1-14. This unit required quite a bit of work as the prior tenant had occupied the unit for many years. Unit #206 here at Water Street was occupied on 11-1-14 as well. This unit was painted and required new carpeting.

Maintenance Supervisor Marzinzik explained that we have a new part-time employee Al Weaver who started last Monday, October 27<sup>th</sup>. Al will be working afternoons Monday through Friday. Maintenance Supervisor Marzinzik thanked Executive Director Teixeira for seeking him out as he seems to be skilled and quite mechanical. Executive Director Teixeira thanked Commissioner Gjettum for her suggestion of reaching out to the Public Works Department.

Maintenance Supervisor Marzinzik reported the Window Re-Caulking and EIFS Panel Repair at Squamscott View Apartments is approaching completion. The only addition to the project was to include the painting of the top of the air conditioner sleeves.

Maintenance Supervisor Marzinzik stated that regular maintenance and preparation for the REAC inspection continues. Commissioner Sherman inquired about the date of the

REAC inspection and Executive Director Teixeira stated that it is being pushed to possibly February.

**Item #8. 10 Minute Audience Participation**

A 277 Water Street resident asked if the surplus mentioned earlier could be used to complete the remaining kitchens that still need to be replaced. Executive Director Teixeira noted that he and Maintenance Supervisor Marzinik have talked about some projects that they felt required more immediate attention. These projects included new windows at the family units and converting some of the heating system at properties to natural gas.

Chair Person Chapman mentioned that the new member of the Maintenance Committee was very impressed with the family units.

**Item #9. Section 8 Manager's Report**

Section 8 Manager Dooling reported the following figures.

October Unit Totals and Figures:

October	175 Units	\$101,047 Hap (excluding Port In)
	5 Port in	619 Utility Reimbursement
Total	170 Units	\$101,666 Total HAP

Section 8 Manager Dooling stated that the program is doing well with our unit count looking to be at 99% utilized at the end of the calendar year, as well as spending just about all of our HAP by the end of the year.

Commissioner Gjettum asked how the automated payments were working for the program to which Section 8 Manager Dooling stated that it was running perfectly. Commissioner Allen asked if she had encountered any glitches with the bank and Section 8 Manager Dooling reported she had not.

**Item #10. Executive Directors Report**

**Health Insurance Premiums:**

Executive Director Teixeira announced that he received some very exciting news last week from our health insurance carrier Health Trust. He was informed that the health insurance rate for 2015 will see a decrease of -5.6%. When setting the budget for this line item in the 2015 operating budget we actually allowed for a 9% increase which is more in line with what we have experienced over the past few years. The 14.6% swing amounts to a \$22,000 reduction in this line item. We also learned that the Health Trust Board voted to return \$19.5 million in surplus to member groups. The Exeter Housing portion is \$11,243.13 which will be received in the form of a check. Commissioner Sherman explained that this payout is a result of the premiums charged at too high a cost.

**Financial/Compliance Audit:**

Executive Director Teixeira received word last week that the EHA will undergo the annual financial/compliance audit during the week of December 8<sup>th</sup>. The audit will be performed by Otis Atwell from South Portland Maine and is expected to take seven days to complete. Commissioner Allen inquired if the new software would expedite this process however Executive Director Teixeira thought it would remain the same.

Commissioner Allen asked about the survey for the LIHTC project and if that would be funded by the grant. Executive Director Teixeira replied that it must be funded by the grant.

Vice Chair Person O'Barton asked if Executive Director Teixeira would be replacing Joan, the former part-time office assistant to which he stated he did not find necessary at this time.

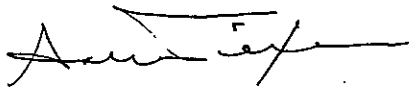
Vice Chair Person Renee O'Barton made a motion to close the public session of the meeting at 1:35 P.M. and enter into Non-Public Session per NH RSA91-A:3 II (a), seconded by Commissioner Gjettum.

Commissioner Gjettum made a motion to come out of Non-Public Session and the motion was seconded by Commissioner Sherman and all were in favor.

Commissioner Allen made a motion to award Executive Director Teixeira a 9.6% salary increase based on the Boards performance appraisal of Mr. Teixeira. The motion was seconded by Commissioner Sherman and all were in favor.

The meeting adjourned at 2:15 P.M.

Respectfully Submitted,



Antonio Teixeira  
Executive Director



Barbara Chapman  
Chair Person