

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, January 8, 2015 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	Pam Gjettum
Commissioner	Boyd Allen
Executive Director	Tony Teixeira
Maintenance Supervisor	Dustin Marzinzik
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:
Commissioner Vern Sherman

Item #2. Approval of Minutes of November 6, 2014 Meeting

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Vice Chair Person O'Barton and the vote was 4 ayes and 0 nays.

Item #3. FY 2014 Financial/Compliance Audit Report:

Executive Director Teixeira stated that the firm of Otis Atwell was on site the week of December 8th 2014 to conduct the annual financial/compliance audit and was very pleased to report that the audit revealed that our agency continues to be in a financially sound position. Financial condition is one of the four components that is used to measure our agency's overall performance and it has a maximum point value of 25. We scored a perfect 25. The compliance side of the audit revealed that we are operating within the regulations established by HUD and no findings or recommendations were noted. Otis Atwell is shooting to have the complete audit report to us sometime in late January and at that time we will provide each Commissioner with a copy.

Executive Director Teixeira also reported that he had just received preliminary notice that the management side had also scored a perfect 25 points and credited Margaret Dooling and Jill Birch with a job well done.

Item #4. Tennant Utility Allowance Adjustment:

Executive Director Teixeira explained how the Exeter Housing Authority is required to examine the tenant utility allowance schedule at least once a year to determine if an adjustment is needed. An adjustment is triggered if there is a change of ten percent or more in the current utility allowance. The significant increase in the electric rate that went into effect December 1st has triggered an adjustment which we have put into effect on January 1st 2015. This is a considerable adjustment that will impact the amount of revenue we receive in rental income. The Exeter Housing Authority anticipates losing as much as \$35,000. Unutil will announce a new electric rate sometime in May of 2015 which will go into effect on June 1st 2015 and it is anticipated that we will see a drop in the electric rate at that time. If the new rate triggers an adjustment we will do so at that time which would lower the loss. Executive Director Teixeira noted that he is also working at this time with the fee accountant to determine if a budget revision can be made to our operating subsidy to help offset this loss due to the major increase in the electric rate and subsequent major increase to the utility allowances.

Vice Chairperson O'Barton questioned if rates and rents were increasing and Executive Director Teixeira clarified that rents were decreasing.

Item #5. HUD/REAC Physical Inspection:

Executive Director Teixeira stated that the Exeter Housing Authority has been notified that a HUD representative will out on Friday February 13, 2015 to conduct a physical inspection of our properties. The inspection will include building exterior, site, common areas, building systems and approximately twenty two apartments. This is one of the four components that is used to determine our agency's overall rating and, of the four holds the highest maximum point value of forty. The maintenance department has been preparing for the inspection and Maintenance Supervisor Marzinzik will provide more details.

Item #6. Maintenance Supervisors Report

Maintenance Supervisor Marzinzik reported that two vacancies here at 277 Water Street, Units 314 and 208 were refurbished for occupancy in December. Both units required paint and new carpeting. Unit 208 was filled with an in house transfer which left Unit 103 vacant. Unit 103 was also occupied in December.

Maintenance Supervisor Marzinzik stated the department has been working on REAC inspection projects. The focus has been the exterior of all properties. We hope to wrap up most of the exterior between this week and next week. There are many items which

- 00751

are the result of resident/guest damage to the exterior as well as old repairs that need re-visiting.

Maintenance Supervisor Marzinik explained that items that a REAC inspector may find could be a small crack in siding, a bulb or outlet not working and that an additional walk through of the family units would be done prior to the 13th of February. He noted that he is presently making arrangements to enter the interior for repairs on family units and anticipates having them completed for the February 13, 2015 inspection.

Maintenance Supervisor Marzinik mentioned that regular maintenance continues as always throughout the REAC preparation.

Item 7. Ten Minute Audience Participation

A 277 Water Street resident stated that she would like heat in the hallways on this very cold, below zero day. Another tenant noted that following the caulking project she still feels cold near her bedroom window. Maintenance Supervisor Marzinik explained that there will always be a pocket of cold near the window and how this occurs and how it is different from a draft. He confirmed that the caulking has been checked and is in fact sealed. He also suggested fabric snakes as a solution.

Another 277 Water Street tenant questioned the thermostats not keeping temperature. It was determined in this particular case that asking one heater to heat the entire unit would result in this situation and Maintenance Supervisor noted that keeping all 3 thermostats at consistent temperature would have a better result of evenly heating the apartment in a more efficient manner.

Item #8. Section 8 Manager's Report

Section 8 Manager Dooling reported the following information:

December Unit Totals and Figures:

December	174 Units	\$ 99,985 Hap (excluding Port In)
	5 Port in	238 Utility Reimbursement
Total	169 Units	\$100,223 Total HAP*

*Does not include \$953 in held HAP for HQS violation.

Section 8 Manager Dooling noted that the Section 8 Program finished the 2014 CY well. We utilized 2,026 of our 2, 028 possible unit vouchers, giving us a 99.9% utilization rate. It looks like once all dollars are disbursed for December, we will have utilized 99% of our budgeted dollars as well.

0 0 Vice Chair Person O'Barton questioned what an HQS violation would be. Section 8 Manager Dooling responded that it could be any inspection violation such as chipping paint, rotted windows or trip hazards for example.

Executive Director Teixeira also mentioned that the Public Housing side also ended the year with a 99% occupancy rate.

Item #9. Executive Directors Report

Financial Report:

Executive Director Teixeira noted that the budget report reflects activity through the first two Months of FY2015 however, as mentioned earlier, we are looking into revising the budget to reflect the loss in shelter rent resulting from the utility allowance adjustment that went into effect on January first. We could see adjustments made to next month's budget report. Our hope is that we will receive additional subsidy funds. If we don't it will certainly cut into our projected surplus for the year however, he believes the overall budget will continue to look good regardless of the outcome.

FY2015 HUD Budget:

Executive Director Teixeira reported that President Obama recently signed into law the (FY) 2015 spending bill that will fund most of the federal government through September 2015 including, the Department of Housing and Urban Development (HUD). The Public Housing Operating Fund and Public Housing Capital Fund remained at the same spending levels enacted in FY2014 and the HCV program saw a modest increase to Housing Assistance Payments and Administrative fees. The budget falls short of what industry leaders feel is needed to properly operate housing programs however, considering the federal budget issues we are facing as a country it could have been much worse.

Proposed Development of LIHTC (update):

Executive Director Teixeira explained how we are continuing to move forward with trying to put together a complete application to New Hampshire Housing Finance Authority (NHHFA) for this project. The major challenge we face at this point is trying to meet all the requirements of the application with a \$30,000 budget. It appears at this point we will fall short of what is needed to submit a complete application to NHHFA and are exploring all our options including reaching out to other surveying/engineering firms and possibly asking NHHFA for additional grant money.

Executive Director Teixeira noted that he is hoping to meet with the Planning Department next week and that the current design would yield 9 apartments and if a variance were granted it would allow for additional apartments. Commissioner Allen wondered when the application was due to which Executive Director Teixeira stated was August. Commissioner Gjettum asked how many apartments the variance was hoping to capture to which Executive Director Teixeira stated he hopes 12.

00753

Commissioner Gjetum asked if wetlands were involved and Executive Director Teixeira stated that there was an area of wetlands in the center. Maintenance Supervisor Marzinzik asked if we were the only right of way to this property or if there was other access to which Executive Director Teixeira stated there was not.

Chair Person Chapman asked how much land was there and Executive Director Teixeira stated that there was 7 acres.

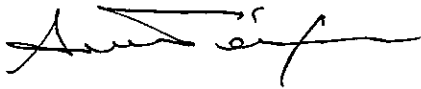
A 277 Water Street resident inquired about the budget year. Executive Director Teixeira stated that the fiscal year runs October 1st to September 30th.

Executive Director Teixeira asked if the Commissioners would mind moving the March meeting to March 12 and all were in agreement.

Chair Person Chapman made a motion to adjourn the meeting.

The meeting adjourned at 1:35 P.M.

Respectfully Submitted,



Antonio Teixeira
Executive Director



Barbara Chapman
Chair Person

