

**Housing Authority
Of the
Town of Exeter
277 Water Street
Exeter, NH 03833
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FAX: (603)772-6433**

**M I N U T E S
Board of Commissioners
Thursday, September 3, 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:

Vice Chair Person	Renee O’Barton
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Section 8 Manager	Margaret Dooling
Public Housing Manager	Jill Birch

Absent:

Chair Person	Barbara Chapman
Commissioner	Boyd Allen
Maintenance Supervisor	Dustin Marzinik

Item #2. Approval of the Minutes of June 4, 2015 Meeting

Commissioner Sherman made a motion to accept these minutes as presented, seconded by Vice Chair Person O’Barton and the vote was 3 ayes and 0 nays.

Item #3. Approval of Operating Budget FY 2016

Executive Director Teixeira reviewed the FY2016 budget beginning first with the explanation of what each column represented. He noted that the rental income may change should the utility allowance change. He pointed out that this year we had received additional operating subsidy to offset the loss due to the increased utility allowance. He further explained that portability income is the fee paid by other housing authorities for vouchers not absorbed but managed by our housing authority. Executive Director Teixeira stated that we currently have 6 probabilities which amounts to approximately \$300 per month. Executive Director Teixeira also explained that the employee benefit premiums are not yet available from HealthTrust and he is unsure where they will end up. He concluded that the budget is very tight.

Executive Director Teixeira continued through the proposed budget explaining that page 2 of the budget "PMU" indicated per unit month. He reviewed the Section 8 Operating Budget and Administrative Expenses as well as the schedule of insurance. Vice Chair Person O'Barton inquired what Principal Mutual was and Executive Director Teixeira explained it was the retirement. He noted that the pilot represents payment in lieu of taxes and was determined by deducting the utility expense from the dwelling rents and multiplying that amount by 10%.

Commissioner Sherman noted that the budget could be revised in October or November should salary or utilities change.

The Board Resolution was read as follows and Commissioner Sherman made a motion to accept the FY 2016 proposed budget, seconded by Commissioner Gjettum and approved with a vote of 3 ayes and 0 nays.

HUD-9014

(11-68)

Board Resolution of the Exeter Housing Authority to Approve the 2016 Operating Budget

The following resolution was introduced by Vice- Chairwoman O'Barton on September 3, 2015 and read in full and considered:

RESOLUTION NUMBER 09-2015

Be it resolved by the Board of Commissioners to approve the 2016 Operating Budget

AYES

**Vernon Sherman Commissioner
Pam Gjettum Commissioner
Renee O'Barton, Vice Chairwomen**

NAYS

Vice-Chairwomen O'Barton Thereupon declared said motion carried and said resolution was approved on September 3, 2015

Item #4. Award Contract for the replacement of the HVAC Unit in the Community Room

Executive Director Teixeira reported on behalf of Maintenance Supervisor Marzinzik that the furnace in the community room at Water Street has a cracked heat exchanger. The replacement went out to bid and the Exeter Housing Authority received the following bids:

Coastal HVAC	\$5177.00
Strogens	\$5200.00
MacKenzie	\$6695.86

Executive Director Teixeira noted that Maintenance Supervisor Marzinzik had done some research on the product quoted by Coastal and are recommending that the bid be awarded to Coastal HVAC at \$5177.00 to install a Trane high efficiency gas furnace with a 20 year warranty on components and a lifetime warranty on the heat exchanger. He explained that the project would be funded out of FY 2015.

Commissioner Sherman made a motion to accept the bid from Coastal, seconded by Commissioner Gjettum and approved with a vote of 3 ayes and 0 nays.

Item# 5. LIHTC Project Update

Executive Director reported that the survey/site design work is slated to begin later this month. We encountered a procurement issue with New Hampshire Housing and Finance Authority (NHHFA) which caused a slight delay. NHHFA required three proposals for the work as opposed to the two presented. We have since satisfied the procurement requirement and have been given authorization by NHHFA to move forward with the project. Commissioner Sherman inquired when the application was due and Executive Director stated it would be due in June of 2016. Vice Chair-Person O'Barton asked who would be doing the survey work and Executive Director Teixeira responded that Sanford Engineering would be doing the work.

Item #6. Authorization to enter into a contract with Right Track Design to perform a Full Energy Audit

Executive Director Teixeira explained that the Exeter Housing Authority is looking for a more energy efficient way to heat the apartments and the common areas of the buildings. Currently all the apartments and most of the common areas are heated with electric baseboard heat which can be very expensive. We are also looking for ways to reduce our water consumption. We recently learned that a Community Development Block Grant (CDBG) can be utilized to pay up to \$500,000 for energy savings measurers however; one of the requirements of the grant is that our facilities undergo a full energy audit beforehand. We contacted Right Track Design after learning they had recently performed an energy audit for the Somersworth Housing Authority in connection with a CDBG grant and were successful in obtaining a \$500,000 grant for a major heat conversion project. The cost of the audit is \$9,691.00 However, Unitol is giving us

\$2,861.00 in the form of a grant which brings our cost to \$6,875.00. This would be paid out of the 2016 Capital Grant. Vice Chair Person O'Barton inquired what source Somersworth Housing was converting to and Executive Director Teixeira stated that they would be converting to gas. Commissioner Sherman noted that now would be the time to convert while gas is the least expensive. Executive Director Teixeira noted that the family units seem to have been hit the hardest with the high utility rates.

Commissioner Sherman made a motion to enter into a contract with Right Track Design for the proposed cost of \$969.00 which was seconded by Commissioner Gjettum and approved with a vote of 3 ayes and 0 nays.

Item #7. Tri-State Conference

Section 8 Manager Dooling reported that the 2015 Tri-State Conference is being hosted by the Maine Association of Public Housing Directors (MAPHD) and will be held at the Harraseeket Inn located in Freeport Maine September 14 -16. The three day conference will be attended by housing professionals and commissioners from Maine, New Hampshire, and Vermont. The conference presents a good opportunity to spend time with folks who are in the same line of work facing similar challenges. At this time Commissioner Sherman and Executive Director are scheduled to attend.

Item #8. Maintenance Supervisors Report

Public Housing Manager Birch reported on behalf of Maintenance Supervisor Marzinzik that numerous vacancies have been filled over the past couple of months. Units 124, 110 and 105 at Water Street were occupied in August. Unit 211 at Water Street and a family unit at 16 Auburn Street were both occupied on September 1st. Maintenance is currently preparing a four bedroom family unit at 15 Linden Fields for occupancy on September 11th. Unit 319 at Water Street is scheduled to be leased on October 1st. We will also have an additional upcoming vacancy at Water Street and an additional 2 bedroom family unit.

Item #9. Section 8 Manager's Report

Section 8 Manager Dooling reported the following figures:

August Unit Totals and Figures:

August	176 Units	\$100,946 Hap (excluding Port In)
	6 Port in	360 Utility Reimbursement
Total	170 Units	\$101,586 Total HAP

Section 8 Manager reported that we have had quite a bit of turn over the last few months, but have managed to maintain our unit counts. We are approaching the final quarter of the year and hoping to utilize our units and HAP dollars to the highest potential. Commissioner Sherman asked about the reasons for turnover which Section 8 Manager

Dooling noted were numerous and included death, nursing homes, full rent, etc.. Commissioner Sherman inquired about the average and Section 8 Manager Dooling reported that we are about \$20,000 short of the 1.2 million but the utilization was still at 98-99%. Commissioner Sherman inquired how many flat rents we had on Public Housing and Public Housing Manager Birch reported that we currently had 3-4 at this time.

Item #10. Ten Minute Audience Participation

277 Water Street resident Mary Dupre inquired about the 10 trees which are dying off and when they would be removed and if they would be replaced. Executive Director Teixeira stated that each tree would be addressed one at a time as necessary.

277 Water Street resident Mary Dupre also inquired if solar heat was an option and Executive Director Teixeira explained that the audit would reveal this information.

Item #11. Executive Directors Report

Financial Report

Executive Director Teixeira reported that both programs look very good thru ten months. The budget report does reflect the increase in operating subsidy we received as the result of lost revenue under shelter rent. You may recall this had to do with the adjustment we made to the utility allowance we provide to the tenants.

Employee Evaluations

Executive Director Teixeira reported that the employees will undergo an annual performance appraisal this month. We are shooting to have them available for review sometime in late September.

Healthcare Summit

Executive Director Teixeira explained that later this month he and Public Housing Manager Birch will be attending a Health Summit at the Grappone Center in Concord NH. The summit is be sponsored by HealthTrust and is designed to educate public sector employers on the current state of healthcare in New Hampshire and the impact of the Affordable Care Act. He also reported that they both recently attended a webinar regarding the new reporting procedures.

Vice Chair Person O'Barton made a motion to adjourn the meeting, seconded by Commissioner Sherman. The meeting adjourned at 2:00 P.M.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Vice Chair Person