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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  
Friday, March 4, 2016 3:15 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	Boyd Allen
Commissioner	Pam Gjettum
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 the Minutes of the February 5, 2016 Meeting**

Commissioner Gjettum made a motion to accept these minutes as presented, seconded by Commissioner Allen and the vote was 4 ayes and 0 nays.

**Item #3. Financial/Compliance Audit FY 2015:**

Executive Director Teixeira explained that this was put on the agenda to provide board members an opportunity to ask questions after having time to review the audit report that was distributed last month. Board Members did not have any questions. Vice Chair Person O'Barton thought it was great. Chairperson Chapman mentioned that Otis Atwell does a good job. Commissioner Allen commended the staff on a good job and thought the audit was well laid out and Commissioner Gjettum concluded it was very clear.

**Item #4. LIHTC Project Report:**

Executive Director Teixeira noted that the project has been quite a roller coaster ride. Prior to the meeting the project was on hold until a zoning ordinance that was overlooked

when the yield plan was prepared could be resolved. The ordinance requires a 50' vegetated buffer strip around the perimeter of the property which will reduce the number of units we can develop from twenty (20) to nine (9). A project meeting was held last week to discuss our options and it was determined the best approach would be to have EHA council Sharon Somers meet with the planning department to review the ordinance and to get a sense of the waiver criteria and process. Council met with the planning department who determined the buffer is not required when establishing the yield plan. Executive Director Teixeira explained that now the project will progress to the Zoning Board of Adjustment on April 19<sup>th</sup> followed by the Planning Board as soon as possible. Executive Director Teixeira noted that the plan will be subject to technical review by town department heads. He also noted that the abutters were quite vocal at the meeting and he anticipates opposition due to a high water table and drainage concerns. We have located a storm drain in the area which could provide drainage access. Commissioner Gjetton asked if there were wetlands that were of concern. Executive Director Teixeira noted that there are two small areas that will be avoided. Executive Director Teixeira reported that the Housing Authority would have to tap a little deeper into HCV reserve funds. Commissioner Allen inquired if this was due to design expenses. Executive Director Teixeira explained that this is due to the attorney fees which will now be incurred and that the project would require a HUD Demo Disposition in order to use part of the Linden Fields property. This would require surveying the property and appraising the land that would be donated by the Exeter Housing Authority. Executive Director Teixeira noted that the grant funds are still being used.

**Item #5. Capital Grant FY 2016 (Draft)**

Executive Director Teixeira reviewed each line item of the draft version of the 2016 Capital Grant which includes the projects that were identified in year two of our five year plan. The grant totals \$130,956 which is about \$4,500 more than we received last year. The capital grant along with our Agencies Annual Plan will need to be presented to the resident advisory board for review and comment before being presenting in a public setting which is typically done during one of our monthly board meetings. The public notice needs to be posted for a minimum of forty five (45) days setting the public hearing date for May 6, 2016. Commissioner Gjetton inquired if carpeting for the third floor common area and halls were in the plan and Executive Director Teixeira mentioned that we are able to shuffle things around however, exterior doors are one of the upcoming items so it would make more sense to replace the first floor carpeting at that time and work our way up to the upper floors in future years. Maintenance Supervisor Marzinzik explained that the carpeting has been cleaned on numerous occasions however those type of stains tend to resurface.

**Item #6. Public Housing Assessment System (PHAS) Advisory Score FY 2015**

Executive Director Teixeira reported that he recently received our PHA's PHAS advisory score for fiscal year 2015. Because we received a designation of High Performer last year and have less than 250 units; our Agency was not subject to a performance assessment this year or next year. HUD provides the report as a reference tool to advise us what our

indicator scores would have been if we were assessed. The Physical indicator score is carried forward from the previous inspection. However, the Financial, Management, and Capital Fund scores are calculated based on FY 2015 data. We are sharing this to point out that we picked up the two (2) points that we lost last year under the Management indicator which was a goal that we set. He commended Public Housing Manager Birch for achieving this goal by pursuing outstanding debts.

**Item #7. Maintenance Supervisors Report**

Maintenance Supervisor Marzinzik reported that Unit 121 here at Water Street will be vacant on March 11<sup>th</sup> and has provided another opportunity to install the vinyl plank flooring in a handicap unit. The unit will be leased on April 1<sup>st</sup>. We will have another vacancy at Water Street the end of the month.

Maintenance Supervisor Marzinzik announced that during our annual fire inspections, the inspector noted that moving forward we would need to install carbon monoxide detectors at Water Street and at Portsmouth Avenue. Both properties have natural gas in use. This purchase has gone out to bid and the opening will be on March 23, 2016 at 10:00 A.M. The project is expected to be less than \$10,000.

Maintenance Supervisor Marzinzik stated that kitchen installs are almost complete with 7 units remaining. Those are also out to bid and we should be hearing back soon.

**Item #8. Section Eight Managers Report**

**Section 8 Manager Dooling reported the following figures and noted that the program would be losing a few tenants in March but have others ready to go.**

**February Unit Totals and Figures:**

February	171 Units	\$103,532 Hap (excluding Port
In)	2 Port in	282 Utility
Reimbursement		
Total	169 Units	\$103,814 Total HAP

**Item #9. Audience Participation**

277 Water Street resident Mary Dupre mentioned that one of the washer machines is now charging an extra quarter and that the dryers used to provide an additional 10 minutes per quarter and that this time has reduced to 8 minutes. Maintenance Supervisor Marzinzik noted that he was not familiar with these quirks and would look into it and Executive Director Teixeira reported that he would check to see about any increases.

**Item #10. Executive Directors Report****Financial:**

Executive Director Teixeira noted that both programs continue to look good through four (4) months. Section 8 is showing a slight deficit but we expect this will begin to correct itself knowing that our utilization for FY2015 has been reconciled. This resulted in higher HAP Fee amounts we received for the months of February and March which don't show up in the budget report.

**Laundry Equipment Payment Options:**

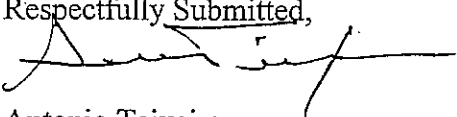
Maintenance Supervisor Marzinzik explained that at the request of several residents, we had inquired about alternative payment options for the laundry equipment. Following a meeting with a representative from Mac Gray (the company that owns and services the equipment), they have recommended a cash to card system where each tenant would receive a card and there would be a centralized machine where you could put bills into a machine with a minimum of \$5.00 and it would place it on the card. The card would then be used to operate the machines. Family units would have a system which would operate on a credit or debit card basis and this system could be linked to phones to monitor the status of your laundry. Executive Director Teixeira noted that he would form a survey and present the system at the Tenants Council Meeting to see how much interest is there. If the system were installed, the representative from the company would provide a presentation as well.

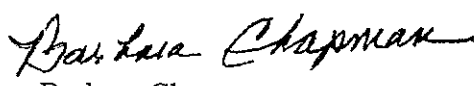
**Election of Officers:**

Executive Director Teixeira reminded the board that the election of officers will take place at the April board meeting.

Vice Chair Person O'Barton made a motion to adjourn the meeting seconded by Commissioner Gjettum and Chairperson Chapman adjourned the meeting at 4:02 P.M.

Respectfully Submitted,

  
Antonio Teixeira  
Executive Director

  
Barbara Chapman  
Chair Person