

**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
Friday, June 10, 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	Renee O’Barton
Commissioner	Boyd Allen
Commissioner	Vern Sherman
Commissioner	Pam Gjettum
Executive Director	Tony Teixeira
Public Housing Manager	Jill Birch
Section 8 Manager	Margaret Dooling

Absent:

Vice Chair Person	Barbara Chapman
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Item #2. Approval of the Minutes of the May 6, 2016 Meeting

Commissioner Allen made a motion, seconded by Commissioner Sherman to accept the minutes as submitted which were approved with a vote of 4 ayes and 0 nays.

Item #3. Low Income Housing Tax Credit (LIHTC) Project Update

Executive Director Teixeira explained that the preliminary application for the LIHTC project was submitted to New Hampshire Housing Finance Authority (NHHFA) at the end of May. The site design is currently underway with the goal of having a complete set of drawings prepared before June 28th which is the submission deadline for the July 28th planning board meeting. If we miss the June 28th deadline we would be making the first of at least two trips to the planning board on August 11th with the goal of getting planning board approval at the August 25th meeting. This would be our last opportunity to get planning board approval before the application deadline to (NHHFA). We could still file an application to (NHHFA) without planning board approval however we would lose fifteen points which would likely take us out of the running.

Executive Director Teixeira had reported previously that the Exeter Housing Authority would be applying for another \$500,000 Community Development Block Grant (CDBG)

through Rockingham County. He noted that the public hearing is set for June 22nd and the funds would be used for land acquisition and site development. During the application process he learned that two other applicants also have plans to develop tax credit housing in Exeter. This is unfortunate news considering its unlikely (NHHFA) will fund more than one project in Exeter this round. Chair Person O'Barton inquired if Executive Director Teixeira knew who the other two applicants were and he stated that he did. Commissioner Allen noted that one of the applicants was Avesta Housing.

Executive Director Teixeira noted that he also has plans to apply for a \$750,000 Grant through the Affordable Home Program (AHP). This is free money that is made available to organizations that are looking to develop affordable housing. Like the (CDBG) this grant is awarded on a competitive basis. Executive Director Teixeira noted that he attended a training session last month that was sponsored by (AHP). The workshop focused on the requirements of the application and provided some insight on the application process which seems to be very time consuming.

Executive Director Teixeira reported that the project has experienced some unplanned expenses which will increase the budget amount that is needed to submit a complete application. It looks like an additional 25-30 thousand will be necessary. He further explained that the money is reimbursable if the project is funded even if it is not funded till next year, however, if the project never receives the approval that the funds would be lost. He explained that the reserve fund still holds about \$71,000 per the fee accountant. Commissioner Allen asked if the additional costs were professional costs and Executive Director Teixeira provided the following breakdown of costs:

- Surveying of Linden Fields \$4000
- Yield Plan and Property Donation Appraisal \$2000
- Zoning Attorney Fees \$8000
- Architect \$2500
- Application Fee \$3655
- Environmental Review \$3000
- Consultant Funding \$3000

Chair Person O'Barton mentioned that we had previously agreed to fund the project as necessary.

Item #4. Tri-State Housing Conference

Executive Director Teixeira explained that the New Hampshire Housing Authorities Corporation (NHHAC) will be sponsoring this year's Tri-State Conference. The conference will be held at Mills Falls at the Lake in Meredith New Hampshire. The three day conference begins on Monday September 12th and closes on Wednesday the 14th. Commissioners were provided a conference packet that provides information on training sessions that are being offered and the accommodations. Commissioner Allen and Commissioner Gjetton declined the offer and Chair Person O'Barton stated that she would let us know and Commissioner Sherman stated that he would like to attend.

Item #5. Public Housing Managers Report

Public Housing Manager Birch reported that the Exeter Housing Authority unfortunately had to evict a tenant in one of the two bedroom family units at the Auburn Street Property. We are planning to lease this unit for July 1st. We currently have two units here at Water Street which will be vacant the end of the month and a third which will be vacant on the 9th of July. One of the units will require a new kitchen and we are hoping to lease those units by August 1st.

Item #6. Section Eight Managers Report

Section 8 Manager Dooling reported the following figures.

May Unit Totals and Figures:

May	167 Units	\$100,524 Hap (excluding Port In)
	2 Port in	281 Utility Reimbursement
Total	165 Units	\$100,805 Total HAP

Section 8 Manager Dooling noted that we have had some unexpected deaths and other unexpected loss but have diligently been screening and issuing new vouchers. Section 8 Manager Dooling expects to have 3 lease ups for July 1st and despite the roller coaster activity is anticipating getting back on target.

Item #7. Ten Minute Audience Participation

A 277 Water Street resident inquired what happened to the former Maintenance Supervisor and if the Housing Authority had considered hiring a veteran. Executive Director Teixeira noted he could not comment on the Maintenance Supervisor but that the Housing Authority does not discriminate. He also mentioned that the Housing Authority would be looking to fill a full time Maintenance Supervisor position as well as a part-time Maintenance Assistant position as soon as possible. He noted that an ad for the full time position appeared in today's paper and that we are hoping to find the right person. A 277 Water Street tenant also inquired what maintenance staff we have now to which Executive Director Teixeira explained that we have the full time Maintenance Assistant Peter and a part-time employee right now. Chair Person O'Barton asked if Executive Director Teixeira would be supervising in the interim to which he responded that he would and that he would handle or direct any after hour emergencies.

Item #8. Executive Directors Report

Financial:

Executive Director Teixeira reported that both programs look great through seven months. Public Housing is \$62,917 in the black and Section Eight is \$22,477 in the black. He expects this will continue through the balance of the fiscal year.

Healthy Choice and Nutrition Education:

Executive Director Teixeira explained that The University of New Hampshire Cooperative Extension will be providing our residents a weekly healthy eating series over the summer. The educational series will focus on preparing healthy meals and snacks. The series will run on Thursdays beginning July 7th through August 4th from 2:00pm till 3:00pm. Registration is not required, however, a sign-up sheet is on the first floor bulletin board.

First Summer Cook-Out:

Executive Director Teixeira noted that first of two summer cook-outs will take place next Friday June 17th at 12:00pm. On the Vine Marketplace has once again generously offered to provide the hamburgers and hot dogs at no charge. He extended the invitation to the commissioners should they be available to attend.

Executive Director Teixeira mentioned that St. Vincent de Paul has kindly offered to deliver goody bags to all residents here at Water Street on Monday.

Executive Director Teixeira also noted that we don't typically meet in July and proposed not meeting again until the August meeting. Commissioner Allen asked if anything were required for LIHTC project if a meeting could be called and Executive Director Teixeira explained that he would do so if necessary.

Commissioner Sherman made a motion to adjourn the meeting, seconded by Commissioner Gjetum and Chair Person O'Barton adjourned the meeting at 3:45 PM.

Respectfully Submitted,

Antonio Teixeira
Executive Director

Renee O'Barton
Chair Person