

MINUTES

Regular Meeting
Dover Housing Authority
June 18, 2013
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 18, at 12:15 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman Marjorie Briand called the meeting to order.

Roll Call

Marjorie Briand, Chairman
Mark Moeller, Commissioner
Timothy Granfield, Commissioner
Barbara Caron, Commissioner

Also present were: Allan Krans, Executive Director; May Glovinski, Deputy Director; Jack Buckley DHA Consultant; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Howard Gordon, DHA Accountant; Mark Leno, Resident Services Coordinator

Absent: John McCooey, Vice Chair

Public Comment

There were no members of the public present.

Chairman Briand called for a motion to enter into Non-Public Session to discuss a personnel matter. Mark Moeller moved, seconded by Barbara Caron.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Regular session recessed and Non-Public Session convened at 12:10 p.m.

Regular session reconvened at 12:20 p.m. on a motion by Mark Moeller, seconded by Timothy Granfield.

The Board presented May Glovinski with a retirement gift and thanked her for 41 years of dedication to the Dover Housing Authority.

The Minutes of the Special Meeting of May 3, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

The Minutes of the Regular Meeting of May 21, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Timothy

Granfield, to approve payroll checks numbered 016651 through 016755; housing checks numbered 036373 through 036461; Section 8 HCV checks numbered 034005 through 034113 and D006883 through D006968; Addison Place checks numbered 004355 through 004372; and Covered Bridge Manor checks numbered 002899 through 002918.

The Board discussed expenses incurred from willful destruction of DHA property, and legal fees required for evictions.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by Timothy Granfield:

Report of Executive Director dated June 18, 2013. The Executive Director discussed the status of Cochecho Waterfront Development and the financial challenges involved in moving the project forward. He also discussed the DHA's purchase of Addison Place with the Member of the Board. Mr. Krans reviewed his written report with the Commissioners.

Housing Statistics Report for June 2013. There were no questions or comments.

Report of DHA Liaison Officer for June 2013. The written report was presented to the Board. There was a brief discussion about the report.

Report of Capital Fund Manager for June 2013. There was no report this month.

The Report of Senior Supportive Services, the Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator and the Report of Public Housing FSS (PHFSS) Program Coordinator for June 2013, were presented to the Board. May Glovinski informed the Board that recruiting participants is the biggest challenge when starting a new FSS program and that it is a credit to Cyndi Miller that a majority of the slots are filled in the PHFSS Program.

Report of Resident Services Coordinator (RSC) for June 2013. The written report was presented to the Board. There were no questions or comments.

Financial Reports. The budget comparative was presented and reviewed by the Board Members. The proposed Operating Budget for FYE 6/30/2014 was presented. The insurance renewal was discussed by the Board.

Policy Review. The Community Space Policy was discussed. There were no changes suggested at this time.

Old Business.

There was no old business.

New Business

Mark Moeller moved to adopt the following resolution, seconded by Timothy Granfield:

RESOLUTION NO. 2013-06-18-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3061.19 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-06-18-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact that some accounts are several years old and some of the tenants are impossible to locate; and

WHEREAS, the Operating Budget for fiscal year 2013 makes provision for writing off these accounts,

NOW THEREFORE, BE IT RESOLVED, by the Commissioner of the Dover Housing Authority, that the write-offs of accounts receivable in the amount of \$15,090.80 is hereby approved.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Mark Moeller moved to approve the resolution for the proposed budget, seconded by Barbara Caron:

RESOLUTION NO. 2013-06-18-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Operating Budget for Fiscal Year End 6/30/2014 is hereby approved.

Howard Gordon explained the most significant changes in the budget were cuts in line items: Non-routine Maintenance and financial support for the SOCC. Jack Buckley added that a separate Board will need to be created to focus on SOCC becoming financially independent. The Board discussed the proposed budget at length.

On a roll call vote:

Aye

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Mark Moeller moved to adopt the following resolution, seconded by Timothy Granfield:

RESOLUTION NO. 2013-06-18-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HAARG), Public Officials Liability insurance through Mount Vernon Fire, Business Auto (service vehicles) through Safety Insurance, and Business Auto (passenger vehicles) through Stratford Insurance for, is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2013 through June 30, 2014 and the coverage under the Business Auto policies is effective July 1, 2013 through July 1, 2014.

The Board further discussed insurance options, level of coverage for the cost, versus the risks.

On a roll call vote:

Aye
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay
None

Miscellaneous:

There was no discussion of miscellaneous items.

Adjournment:

Barbara Caron moved to adjourn, seconded by Tim Granfield. The regular meeting

