

MINUTES

Regular Meeting
Dover Housing Authority
November 19, 2013
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 19 at 12:15 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chair Marjorie Briand called the meeting to order.

Roll Call

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

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Ross Seavey, Capital Fund Manager

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of October 15, 2013 were presented. Mark Moeller moved to accept the minutes, seconded by Marjorie Briand.

The Board discussed the Minutes.

On a roll call vote:

Aye

Nay

Marjorie Briand	None
Barbara Caron	
Timothy Granfield	
Mark Moeller	

Manifests and Correspondence

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 017097 through 017176; housing checks numbered 036896 through 037017; Section 8 HCV checks numbered 034566 through 034682 and D007310 through D007394; Addison Place checks numbered 004434 through 004466; and Covered Bridge Manor checks numbered 002986 through 003002.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
Marjorie Briand	None
Barbara Caron	
Timothy Granfield	
Mark Moeller	

Reports

Timothy Granfield moved to accept the following reports as presented, seconded by Barbara Caron:

Report of Executive Director dated November 19, 2013. The Executive Director presented his report to the Board. Mr. Krans explained the Tax Credits for Addison Place. The Commissioners further discussed the report.

Housing Statistics Report for November 2013. Allan Krans discussed the costs and effectiveness of different options for dealing with the spread bed bugs.

Report of DHA Liaison Officer for November 2013. The Board briefly discussed the effectiveness of deterring crime by having a Liaison Officer in the neighborhoods with varying hours.

Report of Capital Fund Manager for November 2013. Ross Seavey introduced himself to the Commissioners and discussed his background in construction with the Board.

Report of Senior Supportive Services was reviewed by the Board. There were no questions or comments.

Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator was discussed. Timothy Granfield and the other Board Members expressed an interest in finding out more about the Section 8 HCV FSS Program. Allan Krans will invite Lindsey DeRosa to meet with the Board next month.

Report of Public Housing FSS (PHFSS) Program Coordinator, and the Report of Resident Services Coordinator (RSC) for November 2013 were also briefly discussed.

Financial Reports. The Budget Comparative for September 2013 was reviewed by the Board. Wendy Tenney explained the differences in the “bottom line” for the different housing areas versus the “bottom line” for the DHA as a whole.

Policy Reviews. The Board reviewed the *Acceptable Use of HITSS Policy, Employee Safety Program, and the Admissions and Continued Occupancy Policy.*

Old Business.

Mark Moeller discussed with the Board, the decision (RESOLUTION NO. 2013-10-

15-03) to send one Commissioner to the PHADA Conference. Mr. Moeller made a motion to authorize the attendance of a second Commissioner. Timothy Granfield seconded the motion. The Board discussed the subject at length.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

Marjorie Briand
Barbara Caron

The Motion did not obtain a majority.

New Business

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the *Acceptable Use of Housing Authority Information Technology Systems and Services (HITSS) Policy* is hereby adopted.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-02

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

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

WHEREAS, efforts have been made to collect the unpaid balance; and

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$2,978.76** is hereby approved.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

None

Mark Moeller left the meeting at 1:55.

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-03

WHEREAS, the Residual Receipt accounts #0046191455, 0700264947, & 7000068491, for Covered Bridge Manor, are held at Peoples United Bank, and

WHEREAS, withdrawal of funds from the accounts require Form HUD-9250, Funds Authorization, approved by HUD, and

WHEREAS, the Executive Director of the Dover Housing Authority, management agent for Covered Bridge Manor, is designated the second authorized signer for the accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Allan B. Krans, is hereby approved to be an authorized signer for the Covered Bridge Manor accounts held at Peoples United Bank.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the *Employee Safety Program* is hereby

approved.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Barbara Caron moved to adopt the following resolution, seconded by Timothy Granfield:

RESOLUTION NO. 2013-11-19-05

WHEREAS, the Replacement Reserve account #47-003077 and the Residual Receipt account #00-16101246, for Covered Bridge Manor, are held at Federal Savings Bank, and

WHEREAS, withdrawal of funds from the accounts require Form HUD-9250, Funds Authorization, approved by HUD, and

WHEREAS, the Executive Director of the Dover Housing Authority, management agent for Covered Bridge Manor, is designated the second authorized signer for the accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Allan B. Krans, is hereby approved to be an authorized signer for the Covered Bridge Manor accounts held at Federal Savings Bank.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-06

WHEREAS, the Edward Jones Investment accounts #609-11268-1-0 (AMPS), 609-11266-1-2 (HCV), & 609-11270-1-6 (COCC) are managed for the Dover Housing Authority, and

WHEREAS, Edward Jones requires business account authorized signers to manage these accounts on behalf of the Dover Housing Authority, and

WHEREAS, the current business account managers designated are Jack Buckley, May Glovinski, and Wendy Tenney, and

WHEREAS, Jack Buckley and May Glovinski are retired, and will be removed as designated business account managers, and

WHEREAS, the Dover Housing Authority Investment Policy states the Executive Director is delegated the responsibility to manage investments.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Allan B. Krans, is hereby approved to be a business account authorized signer for the Dover Housing Authority Edward Jones Investment accounts.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-07

WHEREAS, the Board of Commissioners has discussed and approved Allan Krans to research and negotiate terms in the leasing of the property of 29 Union Street, Dover, NH to the Community Action Partnership of Strafford County; and

WHEREAS the fee of the rental of 29 Union Street would be in the amount of \$1800 per month for a three year lease; and

NOW, THEREFORE, BE IT RESOLVED, that Allan Krans is authorized to sign a three year lease with Community Action Partnership of Strafford County.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield

None

Barbara Caron moved to adopt the following resolution, seconded by Timothy Granfield:

RESOLUTION NO. 2013-11-19-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the Admissions and Continued Occupancy Policy, as required by HUD

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-11-19-09

WHEREAS, Jack Buckley was hired by the Dover Housing Authority on August 6, 1979; and

WHEREAS, Jack Buckley has served the Dover Housing Authority with distinction, professionalism, and dedication for over 34 years; and

WHEREAS, Jack Buckley will be retiring December 31, 2013 from his position at the Dover Housing Authority,

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners extend its heartfelt appreciation to Jack Buckley for his many years of service and dedication to the Dover Housing Authority.

BE IT FURTHER RESOLVED, that the Board of Commissioner's authorize the Chairman to purchase a gift, not to exceed \$1,000.00 to be paid for by the Dover Housing Authority. The gift will be presented to Jack at his retirement party at the Blue Latitudes Restaurant on December 5, 2013.

BE IT FURTHER RESOLVED, that all expenses in connection with the retirement party are hereby approved.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Adjournment:

Timothy Granfield moved to adjourn, seconded by Barbara Caron. The regular meeting adjourned at 2:35 p.m.

Chair

Date

Secretary

Date