

MINUTES

Regular Meeting
Dover Housing Authority
June 17, 2014
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 17 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
Timothy Granfield, Vice Chair
Barbara Caron, Commissioner
Mark Moeller, Commissioner
John McCooey, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Howard Gordon, DHA Accountant, Ross Seavey, Capital Improvements Coordinator

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of May 20, 2014 were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

There were no questions or comments.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller
John McCooey

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Timothy Granfield, to approve payroll checks numbered 017769 through 017857; housing checks numbered 037635 through 037726; Section 8 HCV checks numbered 035358 through 035463 and D007909 through D007988; Addison Place checks numbered 004593 through 004615; and Covered Bridge Manor checks numbered 003119 through 003132.

Mark Moeller asked about a new insurance expense for Addison Place. Wendy Tenney explained, the new insurance is necessary now that the DHA is the sole owner of the property. The cost of upgrades for Addison Place vs. income generated was discussed by the Commissioners and Allan Krans. The Board further discussed the manifests.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller
John McCooey

Nay

None

Reports

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

Report of Executive Director dated June 17, 2014. Allan Krans discussed his report with the Board. The Director reviewed the Board responsibilities for financial oversight: all responsibilities have been met with the exception of two items to be reviewed. Mr. Krans explained the Annual Review of financial Indicators would be compiled and would be presented in August by Howard Gordon. Mr. Krans also reviewed Key Performance Indicators used to evaluate staff responsibilities in a quantifiable manner. The indicators showed positive results with the exception of a few items, such as completed a lease-up within 20 days after Maintenance has prepared a unit; any indicators that have not yet been met are being worked on by the staff with the Director.

Allan Krans requested the Board go into a Non-Public Session at the end of the meeting to discuss Personnel matters.

Housing Statistics Report for June 2014. There were no questions or comments.

Report of DHA Liaison Officer for June 2014. The Board reviewed and briefly discussed Officer Joslin's Report. Timothy Granfield commented that Officer Joslin's role to keep up positive relations at DHA is an important one.

Report of Capital Improvements Coordinator for June 2014. Ross Seavey presented his report to the Board.

Report of Senior Supportive Services Coordinator was presented to the Board.

Report of the Section 8 HCV FSS Coordinator and Report of the Section 8 PH FSS Coordinator were reviewed by the Board. Mr. Krans informed the Commissioners the number of participants required for the FSS Grants (which will be combined in the future by HUD) is changing to 80, a significant increase. Mark Moeller asked

about the plan to meet that number. The Executive Director explained it will be a team effort with all staff involved in referrals to the FSS Programs. There will be an effort to refer individuals to FSS who may be in danger of being evicted and who would greatly benefit from obtaining social services to manage financial obligations and work towards self-sufficiency.

Report of Resident Services Coordinator (RSC) for June 2014 was reviewed and briefly discussed by the Board.

Financial Reports. The April 2014 Budget Comparative was reviewed by the Commissioners with the Wendy Tenney, Finance Director, and Howard Gordon, DHA Accountant.

Policy Reviews. The following policies were reviewed by the Commissioners:

1. *Bannings and Trespass.* Allan Krans recommended the policy clearly state a 14 day limit for overnight visitors and the tenant's right to appeal should be noted in the policy.
2. *Capitalization.* No changes recommended.
3. *Disposition.* No changes recommended.
4. *Change Fund.* Wendy Tenney explained the policy originally was used as a guideline to manage cash to make change for rent payments. The DHA, she explained, no longer accepts cash for rent. Allan Krans informed the Board the only cash in the office is used for certified mail and recommended the amount not exceed \$20.00.
5. *Investment.* No changes recommended.
6. *Procurement.* The Executive Director recommended the policy require 3 quotes for items or services that cost \$5000 or more; bids should be solicited for anything over \$10,000; Board approval should be required for anything over \$25,000.
7. *Rent Collection.* No changes recommended.
8. *Risk Control.* No changes recommended.

9. *Personnel Policy*. Allan Krans recommended the wording be changed from ...“\$30 per week shall be paid to the maintenance person on call” to “...a stipend shall be paid to the maintenance person on call”.

Old Business. There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-06-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to *Bannings and Trespass Policy*, is hereby adopted.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-06-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the revision to the **Change Fund Policy**, is hereby adopted.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

None

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

RESOLUTION NO. 2014-06-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the **Procurement Policy**, is hereby adopted.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

None

Timothy Granfield moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-06-17-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$680.00 from TD Bank, Account No. 9244733477, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

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

RESOLUTION NO. 2014-06-17-05

Resolution-HUD Form 52574 attached.

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PHA Board Resolution
 Approving Operating Budget

U.S. Department of Housing
 and Urban Development
 Office of Public and Indian Housing -
 Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
 (exp. 10/31/2009)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Dover Housing Authority PHA Code: NH003

PHA Fiscal Year Beginning: July 1, 2014 Board Resolution Number: 2014-6-17-05

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- Operating Budget approved by Board resolution on: 06/17/2014
- Operating Budget submitted to HUD, if applicable, on: _____
- Operating Budget revision approved by Board resolution on: _____
- Operating Budget revision submitted to HUD, if applicable, on: _____

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Marjorie Briand	Signature:	Date: 06/17/2014
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The Board of Commissioners discussed the budget and financial standing of the Housing Authority with the DHA Accountant, the Executive Director and the Finance Director.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

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

RESOLUTION NO. 2014-06-17-06

WHEREAS, the Dover Housing Authority requested proposals for auditing services for fiscal years ending June 30 2014, 2015, and 2016; and

WHEREAS, 1 proposal was received by the deadline of June 11, 2014; and

WHEREAS, based on the rating system used to score the proposal, the Executive Director is recommending accepting the proposal from the firm of Otis/Atwell which has performed auditing services for the Dover Housing Authority in previous years and is qualified to audit housing authority financial statements in accordance with Generally Accepted Accounting Principles,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the Executive Director is authorized to award the contract for audit services for the periods ending 06/30/2014, 06/30/2015 and 06/30/2016 to Otis/Atwell, Certified Public Accountants, South Portland, ME, in the amount of \$16,000 for the first year, \$16,500 for the second year, and \$17,000 for the third year.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

John McCooey moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2014-06-17-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the ***Personnel Policy***, is hereby adopted.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

John McCooley moved to adopt the following resolution, seconded by Timothy Granfield:

RESOLUTION NO. 2014-06-17-08

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, is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2014 through June 30, 2015 and the coverage under the Business Auto policies is effective July 1, 2014 through July 1, 2015.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooley

Nay

None

John McCooley moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2014-06-17-09

WHEREAS, the Dover Housing Authority solicited bids from contractors for **Pest Management** and

WHEREAS, one proposal was received by the deadline of June 6, 2014; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Pest Management** is hereby awarded to Atlantic Pest Solutions for the amount of \$63,588.72 per year for two years for all Bed Bug Control Services excluding bed bug mattress covers and prep services.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

Miscellaneous:

The DHA/SOCC Newsletter was reviewed.

Chair Marjorie Briand called for a motion to enter into Non-Public Session to discuss personnel matters. John McCooey moved, seconded by Barbara Caron, to enter into Non-Public session.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

None

Regular session recessed and Non-Public Session convened at 1:45 p.m.

Regular session reconvened at 2:05 p.m. on a motion by Timothy Granfield, seconded by Barbara Caron.

Adjournment:

Mark Moeller moved to adjourn, seconded by Timothy Granfield. The Meeting adjourned at 2:05 p.m.

Chair

Date

Secretary

Date