

MINUTES

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

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 15 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; Wendy Tenney, Finance Director; Ross Seavey, Capital Improvements Coordinator

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of June 17, 2014 were presented. Mark Moeller moved to accept the minutes, seconded by Barbara Caron.

There were no questions or comments.

On a roll call vote:

Aye

Nay

Marjorie Briand	None
Barbara Caron	
Timothy Granfield	
Mark Moeller	
John McCooey	

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 017867 through 017997; housing checks numbered 037727 through 037879; Section 8 HCV checks numbered 035464 through 035588 and D008011 through D008089; Addison Place checks numbered 004616 through 004629; and Covered Bridge Manor checks numbered 003133 through 003157.

On a roll call vote:

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

Reports

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

Report of Executive Director dated July 15, 2014. Allan Krans presented his report to the Commissioners. Mr. Krans discussed staff training and new staff positions with the Board.

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

Report of DHA Liaison Officer for July 2014. The Board discussed Officer Joslin's move to a new position with the Dover Police Department and filling the Liaison position. Allan Krans, Executive Director; Mark Leno, former DHA Liaison Officer; and David A. Terlemezian, Capt. Of Dover Police Department will be meeting with a candidate.

Report of Capital Improvements Coordinator for July 2014. Ross Seavey presented his report to the Board. Timothy Granfield asked if the addition to the Community Center would disturb CATA's classrooms. Mr. Seavey explained any disturbance should be minimal; the abutting wall would come down last. Ross also explained the goal is for the addition to be weatherized and ready by winter.

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. Marjorie Briand inquired on the low number of participants receiving escrow credits. Wendy explained there are a variety of reasons why this can be the case and will ask the Coordinators for more detailed information on their participants.

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

Financial Reports. The Commissioners reviewed several financial reports: the May 2014 Budget Comparative; TD Bank Account Balance Report, June 30, 2014; Edward Jones Investment Statement, June 30, 2014; Addison Place Budget Comparative, May, 2014; Addison Place Operating Budget; Addison Place Certificate of Insurance with Vermont Mutual. The Reports were discussed with Wendy Tenney, Finance Director.

Policy Review. None this month.

Old Business. There was no old business discussed.

New Business

John McCooey moved to adopt the following resolution, seconded by Mark Moeller:

RESOLUTION NO. 2014-07-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Bambisue Moore is hereby authorized to attend the Nan McKay HCV Specialist Seminar being held at the Cleveland Marriott, Cleveland, OH on August 25-29, 2014.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance at this seminar are hereby approved.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

None

Mark Moeller moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-07-15-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Ross Seavey is hereby authorized to attend the Spectrum C3P Tax Credit Certification Seminar, being held in Peabody MA, October 22-23, 2014.

BE IT FURTHER RESOLVED, that all expenses in connection with his attendance at this conference are hereby approved.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

Mark Moeller moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-07-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw a predetermined amount each month from the Public Housing Family Self-Sufficiency Escrow Account No. 9244733477, for deposit into an Individual Development Account (IDA) established for FSS Participants.

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

On a roll call vote:

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

Mark Moeller moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-07-15-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the job description for *Tax Credit Housing Manager* is hereby approved.

On a roll call vote:

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

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

RESOLUTION NO. 2014-07-15-05

WHEREAS, the City of Dover performed a competitive bidding process for asphalt paving services; and

WHEREAS, Tri-State Sealcoating and Paving of Dover, NH, was the low bidder and was awarded the City of Dover contract; and

WHEREAS, Tri-State Sealcoating and Paving was not found on the Excluded Parties List System maintained by the General Services Administration,

NOW, THEREFORE, BE IT RESOLVED, that the contract to **Repave Walkways, Parking Lots, and Drainage Repairs at Union Court and Edgar Bois Terrace**, is hereby awarded to Tri-State Sealcoating and Paving on a time and materials basis within the limits of available budgeted funds.

Mark Moeller noted there was no dollar amount specified in the resolution. Ross Seavey explained the pricing is consistent with the City of Dover contract and gave the Board an estimate.

Mr. Moeller moved to approve the resolution as long as the expense stays within budget. Timothy Granfield seconded.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
John McCooey

Nay

None

Mark Moeller moved to adopt the following resolution, seconded by John McCooey:

RESOLUTION NO. 2014-07-15-06

See Attached

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RESOLUTION NO. 2014-07-15-06

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GENERAL BUSINESS RESOLUTION

Corporation Limited Liability Co (LLC) Partnership Unincorporated Association Sole Proprietor

WHITTIER FALLS, INC.

62 WHITTIER ST
 DOVER, NH 03820

Business Name (Including DBA if Applicable)

Address

RESOLVED, that the Financial Institution named above, at any one or more of its offices or branches, be and it hereby is designated as a Financial Institution; and depository for the funds of this Business, which may be withdrawn on checks, drafts, advices of debit, notes or other orders for the payment of monies (including electronic orders) bearing the signature of, or as otherwise authorized by, any one (1) of the following officers, employees, members or agents of this Business ("Agents"), whose actual signatures are shown below:

Print Name	Signature
Marjorie Briand	X
Timothy Granfield	X
John E. McCoey	X
Barbara Caron	X
Mark Moeller	X
Allan B. Krans	X

FURTHER RESOLVED, that the depositor agrees to be bound by the terms of the applicable Deposit Account Agreement(s), as may be revised or amended from time to time.

FURTHER RESOLVED, that the Financial Institution may honor all such checks and other instruments for the payment or delivery of money or property when signed as authorized above, regardless of amount, including any payable to the Financial Institution or to any signor or other officer or employees of the corporation or to cash or bearer, and may receive the same in payment of or as security for the personal indebtedness of any signor or other officer or employee or other person to the Financial Institution or in any transaction whether or not known to be for the personal benefit of any such person, without inquiry as to the circumstances of their issue or the disposition of their proceeds, and without liability to the Financial Institution, and with obligation upon the Financial Institution to inquire whether the same be drawn or required for the corporation's business or benefit.

FURTHER RESOLVED, that any one (1) of such Agents is authorized to endorse all checks, drafts, notes and other items payable to or owned by this Business for deposit with the Financial Institution, or for collection or discount by the Financial Institution, and to accept drafts and other items payable at the Financial Institution.

FURTHER RESOLVED, that the Bank is authorized to conduct Debit Card/ATM Card transactions in accordance with Financial Institution's Visa Debit Card Application and Agreement for Businesses.

FURTHER RESOLVED, that the above named agents are authorized and empowered to execute such other agreements, including, but not limited to, special depository agreements and arrangements regarding the manner, conditions or purposes for which funds, checks or items of the Business may be deposited, collected, or withdrawn and to perform such other acts as they deem reasonably necessary to carry out the provisions of these resolutions.

FURTHER RESOLVED, that the authority hereby conferred upon the above named Agents shall be and remains in full force and effect until written notice of the revocation thereof shall have been delivered to and received by the Financial Institution at the location where an account is maintained and Financial Institution has had a reasonable period of time to act upon such notice.

I HEREBY CERTIFY, that the Agents, whose names and signature appear above, are hereby authorized to open and maintain a deposit account or accounts of the Business with the Financial Institution, subject to the terms and conditions in the applicable Account agreement(s), as may be amended from time to time.

I FURTHER CERTIFY that the persons named above occupy the positions set forth opposite their respective names and signatures; that the foregoing resolutions now stand of record on the books of the Business; that they are in full force and effect and have not been modified in any manner whatsoever.

For Corporations, in case the Secretary or other certifying officer is designated by the foregoing resolutions as one of the signing officers, this certificate should also be signed by a second Officer or Director of the Corporation.

Allan B. Krans _____ X
 Print Name Signature

Secretary _____ July 15, 2014
 Title Date

7(f)

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NEW BUSINESS ACCOUNT

REGION: New Hampshire (3) RC #: 2070 ACCOUNT NUMBER: 9245277870 IM 92002
 TYPE OF ACCOUNT: Public Finance Mmkt TYPE CODE: 801
 OPENED BY: Karen S Milliard DATE OPENED: 07/14/2014

BUSINESS NAME / MAILING ADDRESS: WHITTIER FALLS, INC. TIN: 470985665 LEGAL ADDRESS: (No PO Boxes)
C/O DOVER HOUSING AUTHORITY 62 WHITTIER ST
62 WHITTIER ST DOVER NH 03820

DOVER, NH USA 03820

Verification: _____ If Existing Customer, Enter the RM Number: 0000039832778
 Account Relationship: Municipality without Signers
 Additional Account Verification: Business/Entity Documentation: _____

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. You, the undersigned, as authorized representative(s) of the business named above (the "Accountholder"), acknowledge receipt of the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule which govern the Accountholder's accounts with TD Bank, N.A. (the "Bank"). Your signature below and the Accountholder's use of the account shall evidence the Accountholder's acceptance of and agreement to be bound by the terms and conditions as set forth in the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule, and any Addenda thereto, as the same may be amended from time to time. If you, the undersigned, are personally liable for the Accountholder's obligations with respect to the account (such as the Accountholder's principal(s), owners(s) or guarantor(s)), you hereby authorize the Bank to, from time to time, request consumer reports containing references about you from third parties, such as a consumer reporting agency, in connection with opening and maintaining the account. If the Bank declines or is otherwise unable to open a deposit account as a result of any information contained in such consumer report(s), the Bank will provide such notice containing data regarding the consumer reporting agency as required by applicable law.

- This section does not apply to U.S. non-resident aliens. Under penalty of perjury, you, the undersigned, certify that:
- The number shown on this form is the Accountholder's correct taxpayer identification number (or the Accountholder is willing for a number to be issued to the Accountholder); and
 - The Accountholder is not subject to backup withholding because: (a) the Accountholder is exempt from backup withholding, or (b) the Accountholder has not been notified by the Internal Revenue Service (IRS) that the Accountholder is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Accountholder that the Accountholder is no longer subject to backup withholding; and
 - The Accountholder is a U.S. person (including a U.S. resident alien).
- Certification Instructions. You must cross out item 2 above if the Accountholder has been notified by the IRS that the Accountholder is currently subject to backup withholding because the Accountholder has failed to report all interest and dividends on the Accountholder's tax return or for any other reason. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellations of debt, contributions to an individual retirement arrangement (IRA) and, generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide the Accountholder's correct TIN. The Internal Revenue Service does not require your or the Accountholder's consent to any provision of this document other than the certifications required to avoid backup withholding.

Relationship Consent
 By checking this box and signing below, you, _____, authorize the Bank to use the balance from _____ (last 4 digits of account number), your personal checking account, to meet the balance requirement on the Accountholder's Business Convenience Checking Plus or Business Premier Checking account. See Business Deposit Account Agreement details.

Authorized Representative(s)/Signer(s):

<p><input type="checkbox"/> _____</p> <p>Signature: _____ Printed Name: <u>Marjorie Briand</u></p> <p><u>05/22/2014</u> Date of Birth _____ TIN _____</p> <p>Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>	<p><input type="checkbox"/> _____</p> <p>Signature: _____ Printed Name: <u>Timothy Granfield</u></p> <p><u>12/09/1983</u> Date of Birth _____ TIN _____</p> <p>Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>
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<p><input type="checkbox"/> _____</p> <p>Signature: _____ Printed Name: <u>Mark Moeller</u></p> <p><u>6/14/1950</u> Date of Birth _____ TIN _____</p> <p>Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>	<p><input type="checkbox"/> _____</p> <p>Signature: _____ Printed Name: <u>Barbara Caron</u></p> <p><u>2/19/1931</u> Date of Birth _____ TIN _____</p> <p>Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>
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NEW BUSINESS ACCOUNT

REGION: New Hampshire (3) RC #: 2070 ACCOUNT NUMBER: 9245277870 IM 82002

TYPE OF ACCOUNT: Public Finance Mmkt TYPE CODE: 801

OPENED BY: Karen S Milliard DATE OPENED: 07/14/2014

BUSINESS NAME / MAILING ADDRESS: WHITTIER FALLS, INC. TIN: 470985685 LEGAL ADDRESS: (No PO Boxes)
C/O DOVER HOUSING AUTHORITY 62 WHITTIER ST
62 WHITTIER ST DOVER NH 03820
DOVER, NH USA 03820

Verification: _____ If Existing Customer, Enter the RM Number: 00000039832778

Account Relationship: Municipality without Signers

Additional Account Verification: Business/Entity Documentation: _____

IMPORTANT INFORMATION

Federal law requires all financial institutions to obtain, verify and record information that identifies each person who opens an account. You, the undersigned, as authorized representative(s) of the business named above (the "Accountholder"), acknowledge receipt of the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule which govern the Accountholder's accounts with TD Bank, N.A. (the "Bank"). Your signature below and the Accountholder's use of the account shall evidence the Accountholder's acceptance of and agreement to be bound by the terms and conditions as set forth in the Business Deposit Account Agreement, Business Schedule of Charges and Business Fee Schedule, and any Addenda thereto, as the same may be amended from time to time.

If you, the undersigned, are personally liable for the Accountholder's obligations with respect to the account (such as the Accountholder's principal(s), owner(s) or guarantor(s)), you hereby authorize the Bank to, from time to time, request consumer reports containing references about you from third parties, such as a consumer reporting agency, in connection with opening and maintaining the account. If the Bank declines or is otherwise unable to open a deposit account as a result of any information contained in such consumer report(s), the Bank will provide such notice containing date regarding the consumer reporting agency as required by applicable law.

This section does not apply to U.S. non-resident aliens. Under penalty of perjury, you, the undersigned, certify that:

- The number shown on this form is the Accountholder's correct taxpayer identification number (or the Accountholder is waiting for a number to be issued to the Accountholder); and
- The Accountholder is not subject to backup withholding because: (a) the Accountholder is exempt from backup withholding, or (b) the Accountholder has not been notified by the Internal Revenue Service (IRS) that the Accountholder is subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified the Accountholder that the Accountholder is no longer subject to backup withholding; and
- The Accountholder is a U.S. person (including a U.S. resident alien).

Certification Instructions: You must cross out Item 2 above if the Accountholder has been notified by the IRS that the Accountholder is currently subject to backup withholding because the Accountholder has failed to report all interest and dividends on the Accountholder's tax return or for any other reason. For real estate transactions, Item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellations of debt, contributions to an individual retirement arrangement (IRA) and, generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide the Accountholder's correct TIN.

The Internal Revenue Service does not require your or the Accountholder's consent to any provision of this document other than the certifications required to avoid backup withholding.

Relationship Consent
 By checking this box and signing below, you, _____, authorize the Bank to use the balance from _____ (last 4 digits of account number), your personal checking account, to meet the balance requirement on the Accountholder's Business Convenience Checking Plus or Business Premier Checking account. See Business Deposit Account Agreement for details.

Authorized Representative(s)/Signer(s):

<p>Signature <u>John E. McCooey</u> Printed Name</p> <p>Date of Birth _____ TIN _____ Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>	<p>Signature <u>Allan B. Krans</u> Printed Name</p> <p>Date of Birth _____ TIN _____ Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: <u>July 15, 2014</u></p>
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<p>Signature _____ Printed Name</p> <p>Date of Birth _____ TIN _____ Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: _____</p>	<p>Signature _____ Printed Name</p> <p>Date of Birth _____ TIN _____ Verification: _____ If Existing Personal Customer, Enter the RM Number: _____ Date Signed: _____</p>
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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.

Adjournment:

John McCooey moved to adjourn, seconded by Mark Moeller. The Meeting adjourned at 1:20 p.m.

Chair

Date

Secretary

Date