

MINUTES

Regular Meeting
Dover Housing Authority
June 22, 2017
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Thursday, June 22 at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Commissioner
Noreen Biehl, Commissioner

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

Absent: Patricia Silberblatt, Commissioner; Kevin Irwin, Commissioner

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting and the Nonpublic Meeting of May 16, 2017 were presented to the Board. Mark Moeller moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl seconded to approve payroll checks numbered 020143 through 020195 and D0000844 through D0000886; housing checks 041709 through 041863; Section 8 HCV checks numbered 039454 through 039566 and D002214 through D002307; Addison Place checks numbered 005509 through 005544; and Covered Bridge Manor checks numbered 003790 through 003812.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

Reports

Mark Moeller moved to accept the reports, seconded by Noree Biehl.

Report of Executive Director dated June 22, 2017. Allan Krans discussed his report and the Metrics report with the Board.

John Maloney, Capital Improvements Coordinator updated the Commissioners on

Capital Fund projects.

The Commissioners reviewed the Report of Housing Statistics Report, and Report of the DHA Liaison Officer, Senior Services Coordinator Report, FSS Report, and the Report of the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – April 2017
- Addison Place Budget Comparative – April 2017
- Operating Budget – FYB July 1, 2017
- Insurance Renewals Policy Year 2017-2018
- Insurance Register 2017-2018
- 2016 Financial Statements – Whittier Falls, Inc.

Wendy Tenney, Finance Director, and Howard Gordon, DHA Accountant discussed the Reports with the Board. The Operating Budget FYB July 1, 2017 v.7 was presented.

Policy Reviews: The following policies were reviewed:

Admissions and Continued Occupancy Policy (ACOP)
Maintenance Policy
Office Closures

The Board discussed the recommended changes to the ACOP.

On a roll call vote to accept the Board Reports:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Old Business:

There was no old business.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-01

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revisions to the **Admissions and Continued Occupancy Policy (ACOP)** as attached,

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

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RESOLUTION NO. 2017-06-22-02

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. 07/31/2019)

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, 2017

Board Resolution Number: 2017-06-22-02

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: 06/22/2017
- ☐ 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: Timothy Granfield	Signature:	Date: 06/22/2017
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On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-03

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 some of these vacated tenants are impossible to locate or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2017 makes provision for writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$25,086.49 is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting June 22, 2017.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-05

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 Progressive Insurance, is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2017 through June 30, 2018 and the coverage under the Business Auto policies is effective July 1, 2017 through July 1, 2018.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-06

WHEREAS, Otis Atwell has provided exemplary audit services for the Dover Housing Authority under the current three year contract; and

WHEREAS, the Dover Housing Authority and Otis Atwell wish to extend the audit services contract for an additional year,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to extend the audit services contract with Otis Atwell, Certified Public Accountants, South Portland, ME, in the amount of \$17,000, to include the fiscal year end June 30, 2017 audit.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO 2017-06-22-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2017 North East Regional Association of Housing Maintenance Supervisors (NERAHMS) Annual Trade Show & Conference on September 25-28, 2017, at The Red Jacket Mountain View Resort, North Conway, NH.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at the conference are hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2017-06-22-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Nan McKay 5th Annual Housing Conference and Post Conference Seminars on August 21-25, 2017 in Boston, MA.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at the conference and seminar are hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

Resolution 9 See attached

RESOLUTION NO. 2017-06-22-10

WHEREAS, the Department of Housing and Urban Development encourages local public housing authorities to collaborate with the private sector to finance the modernization of public housing by allowing conversion of public housing to project based vouchers under Rental Assistance Demonstration (RAD);

WHEREAS, under Rental Assistance Demonstration (RAD), HUD requires ownership by a public or non-profit entity;

WHEREAS, Articles of Agreement of a New Hampshire Nonprofit Corporation, 1623 Settlement Inc., have been prepared;

WHEREAS, the Commissioners of the Dover Housing Authority will be the initial Board of Directors for the new non-profit entity;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to form the non-profit entity, "1623 Settlement, Inc."

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Miscellaneous: The HUD letter of approval for the DHA Annual Plan F YB 2017 and the DHA June Newsletter was reviewed.

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:45 p.m.

Chair

Date

Secretary

Date