

MINUTES

Regular Meeting
Dover Housing Authority
May 22, 2018 12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 22, at 12:15 p.m. at 62 Whittier Street, Dover, NH. Vice Chair, Mark Moeller called the meeting to order.

Roll Call

Mark Moeller, Vice Chair
Kevin Irwin, Commissioner
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Absent: Timothy Granfield, Chair

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of March 27, 2018 and the Special Meeting of May 2, 2018 were presented to the Board. Kevin Irwin moved to accept the minutes and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Nay

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, and Noreen Biehl seconded to approve payroll checks numbered 0020585 through 0020648 and D0130400 through D0140800; Housing checks numbered 042934 through 043087; 1623 Settlement Checks numbered 001056 through 001129; Section 8 checks numbered 040615 through 040873; and D003172 through D003372; Addison Place checks numbered 005748 through 005784; and Covered Bridge Manor checks numbered 003986 through 004013.

On a roll call vote to approve the manifests:

Aye

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Reports

Kevin Irwin moved to accept the reports, seconded by Noreen Biehl.

Report of Executive Director dated May 22, 2018. Allan Krans presented his report and gave an update on the 1623 SDLP progress. The Commissioners discussed the

report.

The Commissioners reviewed and discussed the Capital Improvements Report, Housing Statistics Report, Reports of the FSS Coordinator, and the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – March 2018
- Addison Place Budget Comparative – March 2018
- 1623 Settlement DLP Budget Comparative – March 2018
- Operating Budget FYB 7/1/2018 - DRAFT
- TD Bank Account Balance Report – 3/31/2018
- Edward Jones Portfolio – 3/31/2018
- SOCC Financial Statements – 6/30/2017
- CBM Financial Statements – 12/31/2017

Policy Reviews:

Contract Policy
Risk Control
Disposition Policy
Investment Policy

There were no changes recommended.

On a roll call vote to accept the reports:

Mark Moeller
Noreen Biehl
Kevin Irwin

None

Patricia Silberblatt

Old Business: There was no old business discussed.

New Business:

Kevin Irwin moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO 2018-05-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$8,289.38 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn will be distributed to FSS program participants who have successfully completed all the requirements of their Contract of Participation.

On a roll call vote:

Mark Moeller

None

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO 2018-05-22-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$7,364.37 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Mark Moeller

None

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2018-05-22-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Deborah Nace is hereby authorized to attend the Nan McKay HCV Specialist training being held on May 21-25, 2018, in Hartford, CT.

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

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO 2018-05-22-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans is hereby authorized to attend the HUD Innovation in Affordable Housing, Student Design & Planning Competition, in Washington, D.C. on April 18, 2018

BE IT FURTHER RESOLVED, that all expenses in connection with his trip to this event are hereby approved.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-05-22-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350116, is hereby approved.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Kevin Irwin moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-05-22-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$165.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher 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 their FSS goals.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Kevin Irwin:

RESOLUTION NO. 2018-05-22-07

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 and/or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2018 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 \$39,966.48 is hereby approved.

On a roll call vote:

Mark Moeller

None

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

Noreen Biehl moved to bring the following resolution to the table, seconded by Kevin Irwin:

RESOLUTION NO. 2018-05-22-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2018-2022, is hereby approved.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-05-22-09

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, 2018 through June 30, 2019 and the coverage under the Business Auto policies is effective July 1, 2018 through July 1, 2019.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-05-22-10

WHEREAS, Community Action of Strafford County is vacating 62A Whittier Street by June 30, 2018;

WHEREAS, Living Innovations Support Services is interested in renting the front building of 62A Whittier Street and the U.S. Department of Housing and Urban Development has approved their use of the building;

BE IT RESOLVED, the Commissioners of the Dover Housing Authority hereby authorize the Executive Director to execute a lease with Living Innovations Support Services on behalf of the Dover Housing Authority.

On a roll call vote:

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Noreen Silberblatt moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO 2018-05-22-11

WHEREAS, the Dover Housing Authority is committed to include washers and dryers in each of the Whittier Falls Housing units;

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority approve \$220,000 of Developer Fees be used to purchase the washers and dryers;

On a roll call vote:

Mark Moeller

None

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

Miscellaneous:

Whittier Falls Newsletter

Commissioners Report Card – Quarter End 3/31/2018

Thank you card from resident at Whittier Falls Housing

Adjournment: Kevin Irwin moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:35 pm. All agreed.

Chair

Date

Secretary

Date