

MINUTES

Regular Meeting
Dover Housing Authority
July 31, 2018, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 31, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner
Kevin Irwin, Commissioner

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

Mark Moeller, Vice Chair, was absent.

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of June 26, 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

Timothy Granfield	None
Noreen Biehl	
Kevin Irwin	
Patricia Silberblatt	

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Kevin Irwin seconded to approve payroll checks numbered 0020680 through 0020738 and D0146100 through D0151200; Housing checks numbered 043180 through 043267; 1623 Settlement Checks numbered D000400 through D000500 and 001179 thorough 001234; Section 8 checks numbered 041005 through 041245; and D004593 through D004687; Addison Place checks numbered 005807 through 005827; and Covered Bridge Manor checks numbered 004034 through 004048.

On a roll call vote to approve the manifests:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Noreen Biehl	
Kevin Irwin	
Patricia Silberblatt	

Reports

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

Report of Executive Director dated July 31, 2018. Allan Krans presented his 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:

- DHA Budget Comparative – May 2018
- Addison Place Budget Comparative – May 2018
- 1623 Settlement DLP Budget Comparative – May 2018
- TD Bank Quarterly Account Balance Report - 6/30/2018
- Edward Jones Portfolio – 6/30/2018
- Whittier Falls, Inc. Financial Statements 12/31/2017

Policy Reviews:

Vehicle Use-no changes

On a roll call vote to approve the reports:

Aye

Nay

Timothy Granfield

None

Noreen Biehl

Kevin Irwin

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 2018-07-31-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$10,910.00 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-07-31-02

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

Housing Authority, the Executive Director is authorized to withdraw the sum of \$195.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, 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:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2018-07-31-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2018 MRI (Tenmast) Users Conference, being held in Atlanta, GA, October 14-17, 2018.

BE IT FURTHER RESOLVED, all expenses related to this conference are hereby approved.

Aye

Timothy Granfield
Noreen Biehl

Nay

None

Kevin Irwin
Patricia Silberblatt

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

RESOLUTION NO. 2018-07-31-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend Spectrum Seminars 2-day C3P Low Income Housing Tax Credit seminar on October 3-4, 2018 in Boston, MA.

BE IT FURTHER RESOLVED, all expenses related to this seminar are hereby approved.

On a roll call vote:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2018-07-31-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members and Commissioners are hereby authorized to attend the MAPHD Housing Conference 2018, September 10-12, 2018 at the Meadowmere, Ogunquit, ME.

BE IT FURTHER RESOLVED, all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2018-07-31-06

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

WHEREAS, Otis Atwell is qualified to audit housing authority financials in accordance with Generally Accepted Accounting Principles; and

WHEREAS, the Dover Housing Authority finalized a RAD Conversion during the fiscal year end June 30, 2018 and deems it essential to work with a familiar auditing firm; and

WHEREAS, the fee requested by Otis Atwell reflects a significant increase due to the addition of auditing the RAD Conversion; 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 \$25,000, to include the fiscal year end June 30, 2018 audit.

On a roll call vote:

Aye

Timothy Granfield

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2018-07-31-07

WHEREAS, the Dover Housing Authority has been under contract with Tenmast Software since March 24, 1999, and;

WHEREAS, Tenmast Software was recently acquired by MRI Software, and has offered a five year renewal agreement capping annual increases, and;

WHEREAS, the Dover Housing Authority expects to continue with the existing Tenmast programs, and eventually migrate to MRI Software's product,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to enter into a Multi-Year Renewal Agreement with MRI Software for a term of five (5) years beginning August 1, 2018.

On a roll call vote:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Miscellaneous: The Board reviewed the Whittier Falls Newsletter and the Commissioners' Report Card.

In response to Kevin Irwin resigning from the Board, Timothy Granfield expressed the Board's gratitude for his dedication. Mr. Irwin, in turn, thanked the Members for the experience and said he considered it an honor to serve on the Board.

Adjournment: Kevin Irwin moved to adjourn, seconded by Noreen Biehl at 1:02 p.m. All agreed.

Chair

Date

Secretary

Date