

MINUTES

Regular Meeting
Dover Housing Authority
July 23, 2013
12:45 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 23, at 12:45 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman Marjorie Briand called the meeting to order.

Roll Call

Marjorie Briand, Chairman
John McCooey, Vice Chair
Barbara Caron, Commissioner
Mark Moeller, Commissioner

Also present were: Allan Krans, Executive Director; Jack Buckley DHA Consultant; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director

Absent: Timothy Granfield. Commissioner

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of June 18, 2013, were presented. John McCooey moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

Aye

Nay

Marjorie Briand

None

John McCooley
Barbara Caron
Mark Moeller

Manifests and Correspondence

The check manifests were presented. John McCooley moved, seconded by Mark Moeller, to approve payroll checks numbered 016756 through 016896; housing checks numbered 036462 through 036552; Section 8 HCV checks numbered 034114 through 034223 and D006969 through D007055; Addison Place checks numbered 004373 through 004390; and Covered Bridge Manor checks numbered 002919 through 002935.

The Board discussed the cost of bed bug control and the contract for replacing front entrances in AMP 1. The Board further discussed the manifests.

On a roll call vote:

Aye

Marjorie Briand
John McCooley
Barbara Caron
Mark Moeller

Nay

None

Reports

John McCooley moved to accept the following reports as presented, seconded by Barbara Caron:

Report of Executive Director dated July 23, 2013. The Executive Director presented his report to the Board. Mr. Krans discussed the Right to Know Law with the Board and explained that the tour of the family unit will take place, as listed on the Agenda, during a recess of the regular meeting; since there will

likely be a quorum present, it is required to include the tour in the public meeting notice. Allan Krans informed the Board that Ross Seavey, the current Addison Place Manager, has given his notice and a search for a new employee will begin as soon as possible.

Housing Statistics Report for July 2013. There were no questions or comments.

Report of DHA Liaison Officer for July 2013. The written report was presented to the Board. There was a brief discussion.

Report of Capital Fund Manager for July 2013. There was no report this month.

The services and program reports were presented to the Board, including the **Report of Senior Supportive Services**, the **Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator**, **Report of Public Housing FSS (PHFSS) Program Coordinator**, **Report of Resident Services Coordinator (RSC) for July 2013**. There were no questions or comments.

Financial Reports. The budget comparative was presented and reviewed by the Board Members.

Policy Review. The Section 8 HCV Administrative Plan was discussed. Allan Krans presented a complete copy of the Plan to the Board; changes are mandated by HUD. Marjorie Briand explained that the changes were also summarized for the Board and that a resolution to accept the changes was on the agenda under New Business.

Old Business.

There was no old business.

New Business

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-07-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that four staff members and two Commissioners are hereby authorized to attend the 2013 Tri-State Housing Conference, September 9-11, 2013, at The Harraseeket Inn in Freeport, Maine.

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

On a roll call vote:

Aye

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller

Nay

None

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

RESOLUTION NO. 2013-07-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the

Section 8 HCV Administrative Plan, as required by HUD.

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller

None

John McCooey moved to approve the resolution for the proposed budget, seconded by Barbara Caron:

RESOLUTION NO. 2013-07-23-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that a member of the staff is hereby authorized to attend Spectrum Seminars 2-day "C3P Tax Credit Certification Seminar" either November 7-8, 2013 in Boston MA or October 8-9, 2013 in Hartford, CT.

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

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2013-07-23-04

WHEREAS, the Dover Housing Authority solicited proposals for a Capital Needs Assessor for Addison Place; and

WHEREAS, 1 proposal was received; and

WHEREAS, Right-Trak Design, Inc. proposed to do the work for \$3,750.00,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to execute a contract with Right-Trak Design, Inc. to perform a Capital Needs Assessment at Addison Place.

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooley
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2013-07-23-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan B. Krans is hereby authorized to attend the Nan McKay Public Housing Management Seminar on August 26-30, 2013

in Boston, MA.

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

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2013-07-23-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$333.25 from TD Bank, Account No. 9030709046, which is the Section 8 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

Nay

Marjorie Briand

None

John McCooley
Barbara Caron
Mark Moeller

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

RESOLUTION NO. 2013-07-23-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$374.00 from TD Bank, Account No. 9030709046, which is the Section 8 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
John McCooley
Barbara Caron
Mark Moeller

Nay

None

Miscellaneous:

The Foster's articles were reviewed.

John McCooley motioned in favor of calling a recess, seconded by Mark Moeller. The regular meeting was recessed at 1:20.

