

MINUTES

Regular Meeting
Dover Housing Authority
September 24, 2013
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 24 at 12:15 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, 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
Timothy Granfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Mark Leno, Resident Services Coordinator; Christine Boston, Director on the SOCC Board, Wendy Tenney, Finance Director

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of August 20, 2013 were presented. John McCooey moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooey

None

Barbara Caron
Mark Moeller
Timothy Granfield

Manifests and Correspondence

The check manifests were presented. Timothy Granfield moved, seconded by Mark Moeller, to approve payroll checks numbered 016959 through 017017; housing checks numbered 036679 through 036752; Section 8 HCV checks numbered 034345 through 034459 and D007140 through D007226; Addison Place checks numbered 004411 through 004424; and Covered Bridge Manor checks numbered 002954 through 002954.

The Board discussed the manifests.

On a roll call vote:

Aye

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller
Timothy Granfield

Nay

None

Reports

Timothy Granfield moved to accept the following reports as presented, seconded by Barbara Caron:

Report of Executive Director dated September 24, 2013. The Executive Director presented his report to the Board. Mr. Krans added a memo to his report suggesting a staff policy change; if a staff person chooses to have a guest accompany him/her during travel for training, the guest will be

responsible for ½ of the hotel rate. The Board further discussed the report. In addition to the Executive Director's Report, Allan Krans shared Mark Leno's compilation of the costs of smoking as it relates to safety and the cost of repairs. The Board discussed this issue at length.

Housing Statistics Report for September 2013. The Board briefly discussed the waiting list and other statistics. Mark Moeller requested a report of pending evictions and outcomes in the future. Allan Krans agreed to include the information.

Report of DHA Liaison Officer for September 2013. The written report was presented to the Board. There were no questions or comments.

Report of Capital Fund Manager for September 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, and Report of Resident Services Coordinator (RSC) for September 2013. There was a brief discussion of the FSS programs and escrow accounts. Timothy Granfield commended the Senior Service Coordinator for addressing Medicare with the residents.

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

Policy Review. The Board reviewed the *Security Deposit Policy*.

Old Business.

There was no old business.

New Business

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

RESOLUTION NO. 2013-09-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$18,815.25 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher FamilySelf-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye

Nay

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller
Timothy Granfield

None

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

RESOLUTION NO. 2013-09-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the *Security Deposit Policy* is hereby approved.

On a roll call vote:

Aye

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller
Timothy Granfield

Nay

None

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

RESOLUTION NO. 2013-09-24-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the *No Smoking Policy* is hereby revised as follows:

“The Dover Housing Authority is dedicated to providing a comfortable and productive working environment for its employees and living environment for its residents of public housing.” shall read:

“The Dover Housing Authority is dedicated to providing a *safe*, comfortable and productive working and living environment for its employees and residents of public housing.”

The No-Smoking Policy shall also include “...the outdoor areas of the properties owned and managed by the Dover Housing Authority”.

On a roll call vote:

Aye

Marjorie Briand
John McCooey
Barbara Caron
Mark Moeller
Timothy Granfield

Nay

None

Miscellaneous:

Mr. Krans informed the Board that a new Capital Fund Manager has been hired, Ross Seavey. Mr. Seavey had filled the position of DHA Housing Aide for a short time recently and has a construction background.

Allan Krans also discussed a recent emergency pull cord issue that has prompted additional precautions; all residents will be notified when testing is being conducted on the emergency call system and instructed to dial 911 for any emergency. Testing is conducted four times a year.

Adjournment:

John McCooey moved to adjourn, seconded by Tim Granfield. The regular meeting adjourned at 1:55 p.m.

Chairman

Date

Secretary

Date