

**MINUTES**

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

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 15 at 12:15 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Vice Chair John McCooey called the meeting to order.

**Roll Call**

John McCooey, Vice Chair  
Barbara Caron, Commissioner  
Timothy Granfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Mark Leno, Resident Services Coordinator; Wendy Tenney, Finance Director

**Public Comment**

There were no members of the public present.

**Minutes**

The Minutes of the Regular Meeting of September 24, 2013 were presented. Timothy Granfield moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

**Manifests and Correspondence**

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 017018 through 017096; housing checks numbered 036753 through 036895; Section 8 HCV checks numbered 034460 through 034565 and D007227 through D007309; Addison Place checks numbered 004425 through 004433; and Covered Bridge Manor checks numbered 002955 through 002985.

The Board discussed the manifests.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

**Reports**

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

Report of Executive Director dated October 15, 2013. The Executive Director presented his report to the Board and gave updates on several "works in progress". Mr. Krans recommended the Housing Authority go forward with the purchase of Addison Place although there were no specific time restraints. Timothy Granfield suggested interest rates should be monitored if there is any need for delay. The Board agreed and unanimously consented to authorizing Allan Krans to move forward in the purchase of Addison Place.

Housing Statistics Report for October 2013. The Board had no questions or comments.

Report of DHA Liaison Officer for October 2013. The written report was briefly discussed by the Board.

Report of Capital Fund Manager for October 2013. There was no report this month. Allan Krans reported Ross Seavey, recently hired for the position, is "off and running" with his first project and the Board will be receiving reports from him soon.

The services and program reports were briefly discussed by 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 for October 2013.

Report of Resident Services Coordinator (RSC) for October 2013. Mark Leno presented his report to the Board and discussed possible cost-saving alternatives to paying outside contractors to control bed bugs.

Financial Reports. The Budget Comparative for August 2013, the TD Bank Balance Report for September 2013, and the Edward Jones Investment Portfolio for September 2013 were reviewed by the Board.

Policy Reviews. The Board reviewed the *Internal Controls Policy* and the *Personnel Policy*.

### **Old Business.**

There was no old business.

### **New Business**

Timothy Granfield moved to adopt the following resolution, seconded by

Barbara Caron:

**RESOLUTION NO. 2013-10-15-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Internal Controls Policy**, is hereby adopted.

On a roll call vote:

**Aye**

**Nay**

John McCooey  
Barbara Caron  
Timothy Granfield

None

Barbara Caron moved to adopt the following resolution, seconded by Timothy Granfield:

**RESOLUTION NO. 2013-10-15-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Brandi Parker-Brown, Mark Leno and Allan Krans are hereby authorized to attend the Granite State Managers Annual Conference being held on October 29-30, 2013 in Meredith, NH.

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

On a roll call vote:

**Aye**

**Nay**

John McCooley	None
Barbara Caron	
Timothy Granfield	

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2013-10-15-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioner Timothy Granfield is hereby authorized to attend the PHADA 2014 Commissioners' Conference, January 12-15 at the Hyatt Regency Grand Cypress Hotel, Orlando, Florida.

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

On a roll call vote:

<b><u>Aye</u></b>	<b><u>Nay</u></b>
John McCooley	None
Barbara Caron	
Timothy Granfield	

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2013-10-15-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant

Number NH36P00350113, is hereby approved.

On a roll call vote:

Aye

John McCooey  
Barbara Caron  
Timothy Granfield

Nay

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2013-10-15-05**

WHEREAS, TD Bank, (Lender) has agreed to make a mortgage and an equity loan in the amounts of 1.2 million and 1 million respectively, to the Dover Housing Authority; and

WHEREAS the loans will be evidenced by promissory notes made by the Dover Housing Authority in favor of Lender in the Principal Amounts and will be secured by, among other things, a mortgage encumbering that parcel of real property known as Addison Place consisting of 45 units of affordable housing located on Whittier Street Dover, New Hampshire, and

NOW THEREFORE, the Commissioners of the Dover Housing Authority fully authorize Allan Krans, Executive Director of the Dover Housing Authority, to sign all closing documents associated with the property transfer and bank financing to accomplish the purchase of the property known as Addison Place.

On a roll call vote:

Aye

Nay

John McCooley	None
Barbara Caron	
Timothy Granfield	

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2013-10-15-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Personnel Policy is hereby revised as follows:

Under the section, "TRAVEL", add:

***"If a staff person chooses to bring a guest to a conference or other training that requires an overnight stay, the DHA is only responsible for one half of the hotel cost."***

On a roll call vote:

<b><u>Aye</u></b>	<b><u>Nay</u></b>
John McCooley	None
Barbara Caron	
Timothy Granfield	

Vice Chairman John McCooley called for a motion to enter into Non-Public Session to discuss a personnel matter (RSA 91-A:3). Barbara Caron moved, seconded by Timothy Granfield.

On a roll call vote:

