

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
December 17, 2013  
12:40 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, December 17 at 12:40 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chair Marjorie Briand called the meeting to order.

### **Roll Call**

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

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Ross Seavey, Capital Fund Manager

### **Public Comment**

There were no members of the public present.

### **Minutes**

The Minutes of the Regular Meeting of November 19, 2013 were presented. John McCooey moved to accept the minutes, seconded by Barbara Caron.

The Board discussed the Minutes.

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

**Nay**

None

**Manifests and Correspondence**

The check manifests were presented. Timothy Granfield moved, seconded by John McCooey, to approve payroll checks numbered 017177 through 017257; housing checks numbered 037018 through 037104; Section 8 HCV checks numbered 034683 through 034796 and D007395 through D007481; Addison Place checks numbered 004467 through 004482; and Covered Bridge Manor checks numbered 003003 through 003011.

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

**Nay**

None

**Reports**

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

Report of Executive Director dated December 17, 2013. The Executive Director presented his report to the Board. Mr. Krans gave the Commissioners an overview of the renovation of 29 Union Street and presented pictures of the property. The Executive Director also discussed the possibility of expanding the SOCC building through a Community Development Block Grant (CDBG). The Board further discussed the report.

Housing Statistics Report for December 2013. There was a brief discussion about a decrease in the number bed bug treatments for the month.

Report of DHA Liaison Officer for December 2013. The Board briefly discussed the report.

Report of Capital Fund Manager for December 2013. Ross Seavey informed the Board he plans to do regular walk-through visits with the contractor renovating 29 Union Street to assure deadlines and specs are being met.

Report of Senior Supportive Services was reviewed by the Board. The Commissioners commended Cathryn Conway Dorr on addressing stressors during the holiday season with the elderly.

Lindsey DeRosa joined the meeting at 1:15 to present the HCV FSS report to the Board.

The Commissioners discussed the Program with the Coordinator and asked about the number of graduating participants. Lindsey explained that the real measure of success of the program, in her opinion, is how many people in the program find employment, receive education and add to their escrows; six participants have increased their escrow and only two have decreased. The Board further discussed the Program with Lindsey DeRosa.

Lindsey Derosa left the meeting following her report at 1:25.

Report of Public Housing FSS (PHFSS) Program Coordinator, and the Report of Resident Services Coordinator (RSC) for December 2013 were also briefly discussed.

Financial Reports. The Budget Comparative for October 2013 was reviewed by the Board. Wendy Tenney reported that Howard Gordon, DHA Accountant, was unable to attend the meeting due to inclement weather. The Board discussed the audit.

Personnel and Policy Reviews. The Board reviewed the *Job Description for Housing Intake Specialist* and the revision to the *Personnel Policy*.

**Old Business.**

There was no old business discussed.

**New Business**

Mark Moeller left the meeting at 1:30.

Timothy Granfield moved to adopt the following resolution, seconded by John McCooey:

**RESOLUTION NO. 2013-12-17-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the *Housing Intake Specialist* job description is hereby approved.

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

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

**RESOLUTION NO. 2013-12-17-02**

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, "MEDICAL COVERAGE":

**"The Dover Housing Authority provides group health insurance through HealthTrust, Inc. The Authority pays 90% of the Blue Choice 3-Tier plan for single, two-person, or family membership and 100% of the Matthew Thornton Blue and Medcomp plans for single, two-person or family membership."**

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

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

**RESOLUTION NO. 2013-12-17-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,583.51 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-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**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

John McCooey moved to adopt the following resolution, seconded by Timothy Granfield:

**RESOLUTION NO. 2013-12-17-04**

WHEREAS, the Board of Commissioners has discussed and approved Allan Krans to sign the attached lease of 62A Whittier Street, Dover, NH to Strafford County Community Action Program; and

WHEREAS the fee of the rental of 62A Whittier Street would be in the amount of \$1153.95 per month for a three year lease; and

WHEREAS a security deposit of one thousand (\$1000) dollars shall be paid upon the execution of this lease; and

NOW, THEREFORE, BE IT RESOLVED, that Allan Krans is authorized to sign a three year lease with Strafford County Community Action Program

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

**Nay**

None

**Adjournment:**

Timothy Granfield moved to adjourn, seconded by Barbara Caron. The regular meeting adjourned at 1:45 p.m.

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Chair \_\_\_\_\_ Date \_\_\_\_\_

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Secretary \_\_\_\_\_ Date \_\_\_\_\_