

MINUTES

Regular Meeting
Dover Housing Authority
January 21, 2014
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 21, 2014 at 12:15 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
Barbara Caron, Commissioner
Timothy Granfield, Commissioner

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

Absent: John McCooey, Vice Chair; Mark Moeller, Commissioner

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of December 17, 2013 were presented. Barbara Caron moved to accept the minutes, seconded by Timothy Granfield.

The Board discussed the Minutes.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Manifests and Correspondence

The check manifests were presented. Barbara Caron moved, seconded by Timothy Granfield, to approve payroll checks numbered 017258 through 017431; housing checks numbered 037105 through 037188; Section 8 HCV checks numbered 034797 through 034908 and D007482 through D007567; Addison Place checks numbered 004483 through 004506; and Covered Bridge Manor checks numbered 003012 through 003037.

On a roll call vote:

Aye

Marjorie Briand
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 January 21, 2014. The Executive Director presented his report to the Board. In addition to his written report, Mr. Krans discussed negotiations for a new contract with Atlantic Pest Solutions. The Executive Director also discussed the Cocheco Waterfront project and the

abutting land.

Tim Granfield shared information he gathered at the Commissioners' PHADA Conference.

Housing Statistics Report for January 2014. The Executive Director discussed the report with the Board.

Report of DHA Liaison Officer for January 2014. The Board reviewed the report. There were no questions or comments.

Report of Capital Fund Manager for January 2014. Ross Seavey informed the Board renovations of 29 Union Street are progressing; the garage is torn down and electrical upgrades are being prepared. Mr. Seavey informed the Board of the 2014 Capital Fund budget draft and invited the Commissioners to the resident advisory meetings about the budget and PHA Annual Plan, to be held the next two Thursdays.

Report of Senior Supportive Services was reviewed by the Board.

Report of Public Housing FSS (PHFSS) Program Coordinator, and the Report of Resident Services Coordinator (RSC) for January 2014 were also briefly discussed.

Financial Reports. The Budget Comparative for November 2013 was reviewed by the Board. The TD Bank Account Balance Report – 12/31/2013 and the Edward Jones Portfolio Summary – 12/31/2013 were also discussed briefly with the Finance Director. Wendy Tenney informed the Board she had opened two new bank accounts and the purpose of each. The Commissioners signed the bank signature cards.

Policy Reviews. The *Section 8 HCV Administrative Plan*, the *Admissions and Continued Occupancy Plan (ACOP)* and the *Rent Collection Policy* revision changes were presented. Allan Krans explained there is another ACOP revision pending.

Old Business.

There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-01-21-01

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

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

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

RESOLUTION NO. 2014-01-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the Admissions and Continued Occupancy Plan, as required by HUD.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield

None

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

RESOLUTION NO. 2014-01-21-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the ***Rent Collection Policy*** revision is approved as attached:

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield

None

RESOLUTION NO. 2014-01-21-04

The resolution to approve lease revisions was withdrawn for a later meeting.

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

RESOLUTION NO. 2014-01-21-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$70.00 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
Barbara Caron
Timothy Granfield

Nay

None

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

RESOLUTION NO. 2014-01-21-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr, Lindsey DeRosa, Mark Leno and Cynthia Miller are hereby authorized to attend the *16th Annual New England Resident Service Coordinators, Inc. Conference* in Bretton Woods, NH, April 30-May 2, 2014.

BE IT FURTHER RESOLVED, that all expenses in connection with this training conference are hereby approved.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

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

RESOLUTION NO. 2014-01-21-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$875.00 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
Barbara Caron
Timothy Granfield

Nay

None

Adjournment:

Barbara Caron moved to adjourn, seconded by Timothy Granfield. The regular meeting adjourned at 1:50 p.m.

Chair _____ Date _____

Secretary _____ Date _____