

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
February 18, 2014  
12:13 p.m.

---

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 18, 2014 at 12:13 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 January 21, 2014 were presented. Timothy Granfield moved to accept the minutes, seconded by Barbara Caron.

There were no questions or comments.

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 017432 through 017517; housing checks numbered 037189 through 037302; Section 8 HCV checks numbered 034909 through 035021 and D007568 through D007653; Addison Place checks numbered 004507 through 004526; and Covered Bridge Manor checks numbered 003038 through 003060.

John McCooey asked about the legal fees paid out this month. Allan Krans explained there have been a higher number of eviction procedures initiated over the last few months due to non-payment of rent.

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

**Nay**

None

**Reports**

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

Report of Executive Director dated February 18, 2014. The Executive Director updated the Commissioners on the renovation of 29 Union Street which will be rented by the Strafford County Community Action Program beginning March 1. Allan Krans informed the Board there is still some painting to be completed but the renters are flexible on the move-in date. Mr. Krans also explained that the plan to renovate the building has been scaled back considerably. Replacing the roof, windows and kitchen cabinets can be done at a later date, Ross Seavey explained. The Executive Director informed the Board that the "Seacoast Six" Housing Authorities Directors' Group has grown to encompass more NH Housing Authorities and to address broader issues such as electronic storage of documents. Allan also updated the Commissioners on the PH FSS Grant which is being reviewed by Washington. The Board further discussed the report.

Housing Statistics Report for February 2014. The Executive Director discussed the report with the Commissioners.

Report of DHA Liaison Officer for February 2014. The Board reviewed Officer Joslin's Report.

Report of Capital Improvements Coordinator for February 2014. Ross Seavey explained the resolution for a budget revision this month.

Report of Senior Supportive Services Coordinator and the Report of the Section 8 HCV FSS Coordinator were reviewed by the Board.

Cynthia Miller, Public Housing FSS (PHFSS) Program Coordinator arrived at 1:00 p.m. to meet with the Board and discuss her program.

Ms. Miller described the successes and challenges of coordinating the program; she emphasized the rewards of participating may draw people in but participants stay with the program and likely succeed when they realize their own self-worth. The Board further discussed the program with the Coordinator.

The Board thanked Ms. Miller and she left the meeting at 1:10.

Report of Resident Services Coordinator (RSC) for February 2014. The Board briefly discussed the upcoming Bed Bug information sessions.

Financial Reports. The Budget Comparative for December 2013 and the Insurance Coverage Report were reviewed by the Board. John McCooley and other Board members discussed the Management's Discussion & Analysis with Wendy Tenney. Ms. Tenney explained that Howard Gordon, the DHA Accountant, planned to be at the meeting but was not present due to inclement weather; she will ask him to attend for the next meeting.

Mark Moeller left the meeting at 1:30.

Policy Reviews. The *Personnel Policy* and the new *Lease* were discussed by the Commissioners and the Executive Director. Allan Krans explained the change to the Leave policy will only affect employees' accrual of leave from this point forward; the DHA will not subtract accumulated days, just limit the number of days in the future that can "carry over" year to year. The Executive Director also explained the changes in the Lease were to clarify language and to make some rules easier to enforce. The new *Lease* would be sent to the residents with a notice that the effective date is 30 days after notice is delivered.

**Old Business.**

The Commissioners discussed and agreed upon April 2014 as the date to hold the Annual Meeting.

**New Business**

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

**RESOLUTION NO 2014-02-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Commissioners are hereby authorized to attend the 2014 Tri-State Housing Conference, May 4-6, 2014, at The Sheraton Harborside Hotel & Conference Center in Portsmouth, NH.

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

None

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

**RESOLUTION NO 2014-02-18-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$15,599.00 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**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

None

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

**RESOLUTION NO. 2014-02-18-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

None

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

**RESOLUTION NO. 2014-02-18-04**

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

**ANNUAL LEAVE**

Delete:

15 days per year after five years of employment; and one additional day for each year of service above 10 years.

And insert:

and one additional day for each additional year of employment up to a maximum total of 20 vacation days. Current employees who exceed 20 days due to length of employment service may remain at current accrued vacation levels without further accruals. *(Revised 02/18/14)*

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

**RESOLUTION NO. 2014-02-18-05**

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Apartment Lease**.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield

None

**Adjournment:**

Barbara Caron moved to adjourn, seconded by John McCooey. The regular meeting adjourned at 1:52 p.m.

---

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

---

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