

MINUTES

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

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 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
Barbara Caron, Commissioner
Timothy Granfield, Commissioner
Mark Moeller, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Ross Seavey, Capital Improvements Coordinator; Howard Gordon, DHA Accountant; Mark Leno, Resident Services Coordinator

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of February 18, 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

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

None

Manifests and Correspondence

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 017518 through 017601; housing checks numbered 037303 through 037401; Section 8 HCV checks numbered 035022 through 035129 and D007654 through D007738; Addison Place checks numbered 004527 through 004546; and Covered Bridge Manor checks numbered 003061 through 003074.

Mark Moeller asked about a voided check in the payroll manifest. Kathy Noel informed the Board check 17525 was lost in the mail; Wendy Tenney stopped payment on the check and issued another.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

None

Reports

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

Marjorie Briand waved the normal order of the agenda to address Financial Reports first.

Howard Gordon discussed the Budget Comparative-January 2014 with the Board, summarizing that budget lines and category totals are on track overall; there are no discrepancies to be concerned about. The DHA Accountant answered several questions, to the Board's satisfaction, regarding the Management's Discussion and Analysis. Mr. Gordon and the Commissioners discussed the current fiscal status. Howard Gordon explained the cuts were not as bad as predicted, leaving the Authority in a better position this year.

Report of Executive Director dated March 18, 2014. Allan Krans highlighted the key points of his report for the Board; he noted addressing non-payment of rent has become a priority. The Commissioners discussed this and the rest of the Executive Director's report.

Housing Statistics Report for March 2014. The Executive Director discussed the report with the Commissioners. The waiting list was excluded from the packets since the Applications Intake Manager had been out of the office, Allan Krans explained.

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

Report of Capital Improvements Coordinator for March 2014. Ross Seavey summarized his report for the Board. The Coordinator was happy to report the renovations at 29 Union Street were completed on time and keys have been turned over to the new tenants. The Capital Improvements Coordinator informed the Board, Dec-Tam was the low bidder on the asbestos removal contract; the DHA has used Dec-Tam in the past and has been very satisfied with the work. The Board further discussed the report.

Report of Senior Supportive Services Coordinator and the Report of the Section 8 HCV FSS Coordinator were reviewed by the Board. There were no questions or comments.

Report of Resident Services Coordinator (RSC) for March 2014. The Board briefly discussed Mark Leno's report; included was a picture of a large area of snow removal that allowed the Pest Control truck to obtain access to an apartment the day after a snow storm. Allan explained the Maintenance Staff dedicates a lot of time and effort to clear parking lots and walkways after the storms.

Policy Review. The *Risk Control Policy* was reviewed by the Board. No changes were suggested at this time.

Old Business.

There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-03-18-01

WHEREAS, the Dover Housing Authority solicited bids from contractors for **Asbestos Flooring Abatement** in various units located on Union Street (AMP 2) and at Central Towers (AMP 3) under the Capital Fund Program; and

WHEREAS, on February 26, 2014, the Dover Housing Authority conducted a public bid opening at which 4 bids were received; and

WHEREAS, Dec-Tam Corporation, of North Reading, MA was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Asbestos Flooring Abatement** is hereby awarded to Dec-Tam Corporation.

On a roll call vote:

Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

None

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

RESOLUTION NO. 2014-03-18-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$522.10 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:

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Aye

Nay

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

None

Adjournment:

Barbara Caron moved to adjourn, seconded by Timothy Granfield. The regular meeting adjourned at 1:15 p.m.

Chair _____ Date _____

Secretary _____ Date _____