

## **MINUTES**

Annual Meeting  
Dover Housing Authority  
April 15, 2014  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their annual meeting on Tuesday, April 15, 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  
John McCooey, Vice Chair  
Barbara Caron, Commissioner  
Mark Moeller, Commissioner  
Timothy Granfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director

### **Public Comment**

There were no members of the public present.

### **Minutes**

The Minutes of the Regular Meeting of March 18, 2014 were presented. Timothy Granfield moved to accept the minutes, seconded by Mark Moeller.

There were no questions or comments.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand	None
John McCooey	
Barbara Caron	
Timothy Granfield	
Mark Moeller	

**Manifests and Correspondence**

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 017602 through 017686; housing checks numbered 037402 through 037516; Section 8 HCV checks numbered 035130 through 035244 and D007739 through D007823; Addison Place checks numbered 004547 through 004573; and Covered Bridge Manor checks numbered 003075 through 003102.

Allan Krans informed the Board, some projects expensed to the operating budget in the past will now be expensed to the Capital Fund Budget. The Commissioners briefly discussed the manifests.

On a roll call vote:

<b><u>Aye</u></b>	<b><u>Nay</u></b>
Marjorie Briand	None
John McCooey	
Barbara Caron	
Timothy Granfield	
Mark Moeller	

**Reports**

Timothy Granfield moved to accept the reports, seconded by Mark Moeller:

Report of Executive Director dated April 15, 2014. Allan Krans updated the Board

on the transition from utilizing an answering service to using our phone system; the automated phone system is already lowering costs and is working smoothly for the after-hours calls. The Executive Director also updated the Commissioners on the closing on the purchase of Addison Place which should take place any day. The Board further discussed the report.

Housing Statistics Report for April 2014. The Executive Director discussed the report with the Commissioners. Timothy Granfield asked if the DHA is making any headway on the beg bed problems, since the March expenses were down. Allan Krans explained that most likely the numbers will climb again and he is looking into alternative strategies to reduce the cost of prevention and treatments.

Report of DHA Liaison Officer for April 2014. The Board reviewed Officer Joslin's Report. Allan Krans explained the Dover Police Department no longer has a drug task force but the effort to eliminate drugs in the Housing Authority continues.

Report of Capital Improvements Coordinator for April 2014. The Board reviewed the report submitted by Ross Seavey. The Fleet Service repairs and the need for a schedule to replace vehicles was outlined in Mr. Seavey's report. Mr. Krans also explained Wendy Tenney and Ross Seavey recently completed the FY 2014 Capital Fund Program (CFP) Funding Package and the resolutions required were included this month for approval.

Report of Senior Supportive Services Coordinator was reviewed by the Board.

Report of the Section 8 HCV FSS Coordinator was reviewed by the Board. Timothy Granfield asked if the Coordinator could change the format of the report to include the number of participants, the graduates, and the number of people contributing to escrow accounts each month. Allan Krans said he would request that of Ms. DeRosa.

Report of Resident Services Coordinator (RSC) for April 2014. The Board briefly discussed Mark Leno's report. The Executive Director reported all residents have now been notified of the new no smoking policy and resident feedback is trickling

in.

Financial Reports including the Budget Comparative – February 2014, the TD Bank Account Balance Report the Edward Jones Portfolio Statement were reviewed by the Commissioners with the Finance Director.

Policy Review. The *PHA Plan FYB 2014* was reviewed by the Commissioners. If the resolution is approved, Kathy Noel would be submitting the Plan electronically following the meeting. Wendy Tenney explained HUD is “decoupling” some Capital Fund reports from the PHA Annual Plan; the Finance Director and the Capital Improvements Coordinator were required to prepare and submit the FY 2014 Capital Fund Program (CFP) Funding Package separately for this funding cycle.

**Old Business.**

There was no old business discussed.

**New Business**

Mark Moeller moved to adopt the following resolution, seconded by Timothy Granfield:

**RESOLUTION NO. 2014-04-15-01**

PHA Certifications of Compliance with the PHA Plans and Related Regulations  
(Form HUD-50077)  
(See PHA Plan for Text)

On a roll call vote:

**Aye**

Marjorie Briand  
John McCooey

**Nay**

None

Barbara Caron  
Timothy Granfield  
Mark Moeller

Timothy Granfield moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2014-04-15-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$99.00 from TD Bank, Account No. 9244733477, which is the Public Housing 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**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

None

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

**RESOLUTION NO 2014-04-15-03**

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

of \$2,292.67 from TD Bank, Account No. 9244733477, which is the Public Housing 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:

<u>Aye</u>	<u>Nay</u>
Marjorie Briand	None
John McCooey	
Barbara Caron	
Timothy Granfield	
Mark Moeller	

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2014-04-15-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$342.00 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:

<u>Aye</u>	<u>Nay</u>
Marjorie Briand	None

John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

Mark Moeller moved to adopt the following resolution, seconded by Timothy Granfield:

**RESOLUTION NO 2014-04-15-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance and Evaluation Report for the Capital Fund Program Grant No. NH36P00350112 is hereby approved.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

None

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

**RESOLUTION NO. 2014-04-15-06**

CFP3-514 Budget Form  
HUD-50312

(See FY 2014 Capital Fund Program (CFP) Funding Package for text)

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Timothy Granfield  
Mark Moeller

None

**Nominations and elections of Officers:**

Marjorie Briand called for the nomination of officers, whose terms would begin immediately following adjournment of the Board meeting.

John McCooey nominated Marjorie Briand for the position of Chairperson. Barbara Caron seconded the nomination.

On a roll call vote on the nomination of Marjorie Briand as Chair:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

John McCooey nominated Timothy Granfield for the position of Vice Chairman. Mark Moeller seconded the nomination.

On a roll call vote on the nomination of Timothy Granfield as Vice Chairman:

**Aye**

**Nay**

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Marjorie Briand	None
John McCooey	
Barbara Caron	
Mark Moeller	
Timothy Granfield	

**Miscellaneous:**

The Board agreed the presentation by Housing Officer, Kathy Zaleski, would be given at a future date.

The DHA/SOCC Newsletter was reviewed.

**Adjournment:**

Mark Moeller moved to adjourn, seconded by John McCooey. The Annual Meeting adjourned at 1:20 p.m.

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

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