

MINUTES

Regular Meeting
Dover Housing Authority
May 20, 2014
12:16 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 20, 2014 at 12:16 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
Timothy Granfield, Vice Chair
Barbara Caron, Commissioner
Mark Moeller, Commissioner

Absent: John McCooey, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Kathy Zaleski, Family Public Housing Officer; Ross Seavey, Capital Improvements Coordinator

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Annual Meeting of April 15, 2014 were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

There were no questions or comments.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

Nay

None

Manifests and Correspondence

The check manifests were presented. Barbara Caron moved, seconded by Mark Moeller, to approve payroll checks numbered 017687 through 017768; housing checks numbered 037517 through 037634; Section 8 HCV checks numbered 035245 through 035357 and D007824 through D007908; Addison Place checks numbered 004574 through 004592; and Covered Bridge Manor checks numbered 003103 through 003118.

Timothy Granfield asked about the charge for the Head Start building gas. Wendy Tenney explained that as part of the lease agreement, Head Start reimburses that expense to the Housing Authority.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield
Mark Moeller

Nay

None

Reports

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

Report of Executive Director dated May 20, 2014. Allan Krans discussed the recent REAC inspection completed for the Family Housing Development. The Housing Authority lost significant points for blocked egresses in the basements. Allan Krans explained that Dover Housing Authority has never been marked down for locked basements in the past; there will be an appeal on the basis that the structures were built to meet the fire and safety codes at the time of construction in 1953. Meeting REAC physical standards will now be focused on year-round, Allan Krans explained. The Board further discussed the report.

Mark Moeller left the meeting at 12:45.

Marjorie Briand waived the normal order of business to meet with the Public Housing Officer. Allan Krans introduced Kathy Zaleski to the Board.

Ms. Zaleski answered several questions from the Commissioners about unit turnover rates, the leasing process, and evictions. Kathy Zaleski further discussed the challenges and rewards of her position as the Family Public Housing Officer.

The Public Housing Officer left the meeting immediately following her report.

Housing Statistics Report for May 2014. There were no questions or comments.

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

Report of Capital Improvements Coordinator for May 2014. Ross Seavey discussed the CBDG Grant; the expansion of the Seymour Osman Center is slated to begin this summer, but Housing Authority playground equipment is currently located where the expansion will go. Allan Krans discussed the possibility of moving the playground to another area. The Board discussed the pros and cons of keeping it fenced in; in the past the playground was fenced in to prevent

vandalism and loitering problems. The Board and the Director agreed that it would be ideal to have it open for families to have easy access. Mr. Seavey also discussed the budgeted line item for a new Maintenance truck; DHA is eligible for a significant discount through state pricing (which ends next week) so the purchase of the vehicle will be made soon.

Report of Senior Supportive Services Coordinator was reviewed by the Board. Allan Krans discussed the USDA food distribution service. The Director explained it is a service for senior residents, run by volunteers, at no cost to the Authority.

Report of the Section 8 HCV FSS Coordinator was reviewed by the Board. Timothy Granfield mentioned he was glad to see the statistics for the program on Lindsey DeRosa's report.

Report of Resident Services Coordinator (RSC) for May 2014. The Board briefly discussed Mark Leno's report.

Financial Reports. The March 2014 Budget Comparative was reviewed by the Commissioners with the Wendy Tenney, Finance Director.

Policy Review. The revisions to the *Admissions and Occupancy Policy* was reviewed by the Board.

Old Business.

There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-05-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the *Admissions and Continued Occupancy Policy* is 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. 2014-05-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend a 2014 Tenmast National User Conference, being held in Philadelphia, PA July 14-16, 2014 and Lexington, KY October 6-8, 2014.

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. 2014-05-20-03

WHEREAS, the Dover Housing Authority owns property located at 29 Union Street, Dover NH; and

WHEREAS, at the time of purchase, the Dover Housing Authority mortgaged the sale with TD Bank; and

WHEREAS, the Dover Housing Authority has since renovated and rented the property located at 29 Union Street, Dover NH; and

WHEREAS, there are funds available in the Whittier Street Development Corporation account to pay off this mortgage,

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority authorize the Executive Director to pay off the TD Bank mortgage account number 004-0001-1496850-9001 with the Whittier Street Development Corporation funds.

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. 2014-05-20-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,468.64 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. 2014-05-20-05

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact that some accounts are several years old and some of the vacated tenants are impossible to locate or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2014 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$12,280.51 is hereby approved.

Wendy Tenney, Finance Director, explained the Write-offs are transferred from Accounts Receivables to Collections.

On a roll call vote:

Aye

Marjorie Briand
Barbara Caron
Timothy Granfield

Nay

None

Miscellaneous:

The Board reviewed the Annual Statement NH36P00350114, revised according to a HUD Standard. The bottom line stayed the same, Wendy Tenney explained.

The DHA/SOCC Newsletter was reviewed.

Adjournment:

Barbara Caron moved to adjourn, seconded by Timothy Granfield. The Meeting adjourned at 1:35 p.m.

Chair _____ Date _____

Secretary _____ Date _____