

MINUTES

Regular Meeting
Dover Housing Authority
August 19, 2014
12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 15 at 12:30 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
John McCooey, Commissioner

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

Absent: Barbara Caron, Commissioner; Mark Moeller, Commissioner

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of July 15, 2014 were presented. Timothy Granfield moved to accept the minutes, seconded by John McCooey.

There were no questions or comments.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
John McCooey

Nay

None

Manifests and Correspondence

The check manifests were presented. Timothy Granfield moved, seconded by John McCooey, to approve payroll checks numbered 017998 through 018064; housing checks numbered 037880 through 038037; Section 8 HCV checks numbered 035589 through 035717 and D008092 through D008167; Addison Place checks numbered 004630 through 004641; and Covered Bridge Manor checks numbered 003158 through 003177.

Timothy Granfield asked about an invoice to remove a fence. Allan Krans explained the location of the fence was between the office parking lot and family housing; it was taken down to prevent safety hazards and REAC point deductions.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
John McCooey
Barbara Caron

Nay

None

Reports

John McCooey moved to accept the reports, seconded by Timothy Granfield:

Report of Executive Director dated August 19, 2014. Allan Krans discussed his report with the Board. Tripping hazards and erosion problems are actively being addressed. The Executive Director invited the Commissioners to go down to Niles and Union Court to see the paving improvements that were recently completed. Mr. Krans also discussed the status of “eligible non-citizens” who are able to participate in housing assistance but are not given preference.

The DHA is currently involved in 2 grant applications, one that will partner with Avis Goodwin Health Care Clinic, and one that will partner with UNH for a study on self-image as related to school performance.

Timothy Granfield asked the Board about scheduling a non-public session to discuss succession planning as mentioned in Allan Krans’ report. The Commissioners agreed a separate meeting focused on the succession planning would be beneficial. No date was scheduled.

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

Report of DHA Liaison Officer for August 2014. The Board briefly discussed Officer Bobby Joslin’s report.

Report of Capital Improvements Coordinator for August 2014. Ross Seavey answered the Commissioners’ questions about the purchase of a large number of appliances for DHA. He informed the Board the appliances in the apartments are worn and old. The new appliances are expected to last somewhere around 10 years. The pricing, he explained, is negotiated through HUD with General Electric.

Report of Senior Supportive Services Coordinator was presented to the Board.

Report of the Section 8 HCV FSS Coordinator and Report of the PH FSS Coordinator were reviewed by the Board. Timothy Granfield asked if each month,

the FSS Coordinators could give a “trend” report so the Board could see month to month if the programs are getting closer to meeting the target number of 80 participants. The Board further discussed the reports.

Report of Resident Services Coordinator (RSC) for August 2014 was reviewed and briefly discussed by the Board.

Financial Reports. The Commissioners reviewed several financial reports: the June 2014 Budget Comparative; June 2014 Statement of Reserves and the Addison Place Budget Comparative. Wendy Tenney informed the Commissioners the DHA will be toward the end of September, and the report would be presented in October or November.

Policy and Plan Reviews. Allan Krans explained the changes suggested for both the ACOP and the Admin Plan would add language to clarify anyone who owed money to any PHA or to any PHA owned or managed property would not be eligible for housing assistance. The words “*owned or managed property*” would be added if approved.

Old Business. There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-08-19-01

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

Nay

Marjorie Briand
Timothy Granfield
John McCooey

None

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

RESOLUTION NO. 2014-08-19-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the *Section 8 HCV Administration Plan* is hereby approved.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
John McCooey

None

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

RESOLUTION NO. 2014-08-19-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that two maintenance staff members are hereby authorized to

attend the Primex 2014 Supervisor's Academy, September 10-11 and 17-18, 2014, in Unity, NH.

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

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
John McCooey

Nay

None

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

RESOLUTION NO. 2014-08-19-04

WHEREAS, Larry Grant and Jose Gurrola are presently employed by the Dover Housing Authority as Maintenance Mechanics; and

WHEREAS, Larry Grant and Jose Gurrola have served the Dover Housing Authority with personal commitment, dedication, and an exceptional level of performance; and

WHEREAS, Larry Grant and Jose Gurrola acted in a timely manner to prevent further damage to property by successfully completing an extensive plumbing repair on July 30, 2014;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners extend their appreciation to Larry Grant and Jose Gurrola for exceptional service and dedication to the Dover Housing Authority.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to present certificates of appreciation to Larry Grant and Jose Gurrola.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
John McCooey

None

Timothy Granfield moved to bring the following resolution to the table, seconded by John McCooey:

RESOLUTION NO. 2014-08-19-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans is hereby authorized to attend the Spectrum C3P Tax Credit Certification Seminar, being held in Peabody MA, October 22-23, 2014.

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

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
John McCooey

None

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

RESOLUTION NO. 2014-08-19-06

WHEREAS, the U.S. Department of Housing Urban Development (HUD) performed a competitive bidding process under the National Housing Authority Pricing program for appliances; and

WHEREAS, the U.S. Department of Housing Urban Development (HUD) awarded the bid to General Electric Company; and

WHEREAS, the Dover Housing Authority has a favorable business relationship with General Electric Company, and the Dover Housing Authority has performed a price analysis and has determined the bid to be very reasonable and well within the budget,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to purchase kitchen appliances for Mineral & Whittier Parks, Niles Park, Union Court, EBT, Central Towers, Waldron Towers, and St. John's from General Electric Company at a total cost of \$38,016.

Timothy Granfield asked that future resolutions for purchase of multiple items also include the number of items being purchased for the dollar amount. Ross Seavey explained that in this case, the money was being used to purchase 34 refrigerators and 62 stoves with an average price \$400 each.

On a roll call vote:

Aye

Nay

Marjorie Briand	None
Timothy Granfield	
John McCooey	

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

RESOLUTION NO. 2014-08-19-07

WHEREAS, the State of New Hampshire purchasing department performed competitive bidding for the purchase of vehicles; and

WHEREAS, John Grappone Ford, Concord NH was awarded the State of New Hampshire contract,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to purchase a 2015 Ford F-350 truck from John Grappone Ford in the amount of \$29,863.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
Marjorie Briand	None
Timothy Granfield	
John McCooey	

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

RESOLUTION NO. 2014-08-19-08

WHEREAS, bids were advertised for Windows & Doors at Waldron Towers under the Capital Fund Program; and

WHEREAS, 1 bid was received at the bid opening; and

WHEREAS, Middleton Building Supply Co. was the only bidder; and

WHEREAS, the Dover Housing Authority has a favorable business relationship with Middleton Building Supply Co.,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Contract for Windows & Doors is hereby awarded to Middleton Building Supply Co. in the amount of \$47,261.70.

On a roll call vote:

Aye

Marjorie Briand
Timothy Granfield
John McCooey

Nay

None

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

RESOLUTION NO. 2014-08-19-09

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

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of \$878.00 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

Marjorie Briand
Timothy Granfield
John McCooey

Nay

None

Miscellaneous:

The DHA/SOCC Newsletter was reviewed.

Adjournment:

John McCooey moved to adjourn, seconded by Timothy Granfield. The Meeting adjourned at 1:40 p.m.

Chair

Date

Secretary

Date