

MINUTES

Regular Meeting
Dover Housing Authority
September 16, 2014
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 16 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
Timothy Granfield, Vice Chair
John McCooey, Commissioner
Barbara Caron, Commissioner

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

Absent: Mark Moeller, Commissioner

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of August 19, 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

Nay

Marjorie Briand

None

Timothy Granfield

John McCooey

Barbara Caron

Manifests and Correspondence

The check manifests were presented. John McCooey moved, seconded by Barbara Caron, to approve payroll checks numbered 018065 through 018127; housing checks numbered 038038 through 038135; Section 8 HCV checks numbered 035718 through 035835 and D008169 through D008262; Addison Place checks numbered 004642 through 004669; and Covered Bridge Manor checks numbered 003178 through 003194.

Timothy Granfield asked about an invoice paid to a Service Coordinator of Covered Bridge Manor. Wendy Tenney explained the Service Coordinator, Danielle Holt, is a resource person for the tenants at Covered Bridge Manor; the DHA pays her salary and the Community Action Program of Strafford County reimburses the Authority.

On a roll call vote:

Aye

Nay

Marjorie Briand	None
Timothy Granfield	
John McCooey	
Barbara Caron	

Reports

John McCooey moved to accept the reports, seconded by Barbara Caron:

Report of Executive Director dated September 16, 2014. Allan Krans presented his report to the Commissioners. The Executive Director announced the DHA scored a 91 % on the AMP 2 REAC. Drainage problems and paving was completed in AMP 2 before the inspections, avoiding potential point deductions and improving the standard of living for the residents. Mr. Krans relayed there were several positive comments from tenants about the upgrades. The Maintenance crew has been inspecting units in AMP 1 for deficiencies and hazards to prepare for the Family Housing REAC inspections coming up in a few weeks.

Mr. Krans also mentioned, with the sad news of Thad Mandsager's passing, the SOCC is in need of a new Director of the SOCC and Family Services. Cathryn Conway-Dorr has stepped in to keep programs running at the SOCC until a new Director is hired. Allan Krans mentioned she has done this, without compensation or complaint but she is still needed at her own job as the Senior Services Coordinator; it is in everyone's best interest to hire a new director in a timely manner.

Housing Statistics Report for September 2014. Timothy Granfield noted the increase in applicants this month. Allan Krans explained that the applications are now up-to-date in our system.

Report of DHA Liaison Officer for September 2014. The Board briefly discussed Officer Bobby Joslin's report. Allan Krans introduced Officer Jason Feliciano, the new DHA Liaison Officer to the Board. Officer Feliciano reported he is enjoying working at the Housing Authority so far. Officer Feliciano views his role as being two-fold, he has to enforce regulations and laws and keep peace in the neighborhoods but there is also a social work aspect to it, where he works with the residents as people with families, needs and problems.

Report of Capital Improvements Coordinator for September 2014. Ross Seavey reported the large order of appliances came in for all the Edgar Bois Terrace units and other units spread around the Housing Authority. The Waldron Towers doors are being replaced and Mr. Seavey reported the residents are very happy with that upgrade. The expansion of the Seymour Osman Center is on hold until HUD gives the final "go ahead"; Ross Seavey explained the DHA may not begin groundbreaking until spring.

Report of Senior Supportive Services Coordinator was reviewed by the Commissioners. Marjorie Briand mentioned she is surprised at how often the Hand in Hand Van is utilized to transport seniors to a number of locations for health care.

Report of the Section 8 HCV FSS Coordinator and Report of the PH FSS Coordinator were reviewed by the Board. Timothy Granfield and the other Members were pleased to see the trend for FSS participants is continually rising each month. The Board further discussed the reports.

Report of Resident Services Coordinator (RSC) for September 2014 was reviewed and briefly discussed by the Board. Barbara Caron expressed the desire to get to

know the staff better. Wendy Tenney suggested the Commissioners could informally touch base with the staff on Tuesdays after the meetings. The Executive Director said he would make an effort to have staff come to the meetings on occasion to meet with the Commissioners.

Financial Reports. The Commissioners reviewed financial reports: the July 2014 Budget Comparative and the FASS Score. Wendy Tenney explained the FASS score is the financial equivalent of a REAC inspection. The Housing Authority FASS score is 93.59%.

Policy Review: There were no policies reviewed this month.

Old Business: There was no old business discussed.

New Business

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

RESOLUTION NO. 2014-09-16-01

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; and

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 XL truck from John Grappone Ford in the amount of \$28,277.00.

On a roll call vote:

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

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

RESOLUTION NO. 2014-09-16-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

The Capital Fund Coordinator explained line items were changed to compensate for non-routine items including the SOCC flood damages.

On a roll call vote:

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

John McCooey
Barbara Caron

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

RESOLUTION NO. 2014-09-16-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350114, is hereby approved.

Ross Seavey reported line amounts were shifted to compensate for actual costs (vs. estimates) of paving.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
John McCooey
Barbara Caron

None

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

RESOLUTION NO. 2014-09-16-04

WHEREAS: On February 9, 2005, the Dover City Council by resolution delegated

development authority for the Dover waterfront to the Dover Housing Authority pursuant to RSA 205 and recommended the establishment of an advisory board in order to facilitate an orderly development process;

WHEREAS: The Chair of the Dover Housing Authority appoints members to this advisory board known as the Cochecho Waterfront Development Advisory Committee (CWDAC) and its members are appointed in response to the City Council resolution of February 9, 2005;

WHEREAS: Jack Buckley has served on the CWDAC as an Ex Officio member while serving as the Executive Director of the Dover Housing Authority, and

WHEREAS: Jack Buckley has resigned from the position of Executive Director.

WHEREAS: Jack Buckley has provided valuable input in order to develop a concept plan consistent with the vision of citizens of Dover and consistent with a realistic economic analysis of market conditions;

BE IT RESOLVED: Jack Buckley is appointed a new term, which begins immediately, is for 3 years and will expire in September 2017.

John McCoey reported, in the past, CWDAC Members were simply appointed by the Chair of the DHA Board and a Board vote resolution was not required. The Commissioners all agreed and the Resolution was tabled.

Miscellaneous:

The *Foster's* articles were reviewed by the Commissioners.

Adjournment:

John McCooey moved to adjourn, seconded by Barbara Caron. The Meeting adjourned at 1:15 p.m.

Chair

Date

Secretary

Date