

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
October 21, 2014  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 21 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  
Barbara Caron, Commissioner  
Mark Moeller, 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: John McCooey, Commissioner

### **Public Comment**

There were no members of the public present.

Marjorie Briand waived the normal order of business to nominate and elect SOCC Board members while Christine Boston, current Vice President of the SOCC Board, could be present.

Timothy Granfield moved, Barbara Caron seconded to elect the following new members to the SOCC Board:

**RESOLUTION NO. 2014-10-21-01**

NOW COME, the Board of Commissioners of the Dover Housing Authority (DHA) who waive notice of an Annual Meeting and who elect officers of the Seymour Osman Community Center and Youth Safe Haven:

WHEREAS, all persons are nominated by a person currently serving on the DHA Board of Commissioners and;

WHEREAS, nominated persons demonstrate an interest in youth development, parent support and outreach, crime prevention programs, mentoring and housing support services and;

WHEREAS, the Board of Commissioners shall make the final determination in any question of matter concerning eligibility to become a member.

THEREFORE, may it be resolved that the nominated members of the Seymour Osman Community Center Board of Directors begin serving term immediately following the close of the meeting;

1. Beth Dunton
2. Annette Studebaker
3. Nancy Hunt
4. Joan Breault
5. Captain David Terlimezian
6. Attorney Laurie Smith

The Board discussed the candidates' backgrounds and qualifications; present

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Board members will continue on the Board if they choose, or may submit a letter of resignation.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Mark Moeller

Barbara Caron

**Minutes**

The Minutes of the Regular Meeting of September 16, 2014 were presented. Timothy Granfield moved to accept the minutes, seconded by Barbara Caron.

Marjorie Briand noted a correction was needed; Christine Boston was quoted in the DHA minutes but was present only for the SOCC meeting; the comment should be noted in the SOCC Minutes.

On a roll call vote to accept the minutes with the correction:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

John McCooey

Barbara Caron

**Manifests and Correspondence**

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 018128 through 018212; housing checks numbered 038136 through 038254; Section 8 HCV checks numbered 035836 through 035944 and D008342 through D008418; Addison Place checks numbered 004670 through 004697; and Covered Bridge Manor checks numbered 003195 through 003218.

The Board discussed several invoices with Wendy Tenney, Finance Director and Ross Seavey, Capital Fund Manager. Ms. Tenney explained a software issue caused the normal check number sequence to differ from the pre-printed COCC checks. The problem is rectified and a report showing the corrected checks numbers will be available at the next meeting.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Mark Moeller  
Barbara Caron

None

**Reports**

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

Report of Executive Director dated October 21, 2014. Allan Krans presented his report to the Board. The Commissioners discussed the Whittier Falls Corporation, (Addison Place) a 501c (25) non-profit, with Mr. Krans. The Executive Director further discussed his report with the Board.

Housing Statistics Report for October 2014. The Board briefly discussed the report.

Report of DHA Liaison Officer for October 2014. Officer Jason Feliciano discussed his report with the Commissioners. The DHA Liaison Officer reported a good rapport is growing between him and the residents; tenants are seeking him out for assistance with neighborhood conflicts. Officer Feliciano is familiarizing himself with the needs of the community including safety, and basic needs such as warm clothing, as well as recreational interests.

Report of Capital Improvements Coordinator for October 2014. Ross Seavey reported the CBDG money has come in for the expansion of the SOCC. The Capital Fund Manager discussed the plan to replace the boilers at Addison Place; minimal disruption is expected for the residents.

Marjorie Briand again waived the normal order of business due to a time constraint for Timothy Granfield.

Financial Reports. The Commissioners reviewed financial reports. The Board compared the prorated bottom line numbers with the actual.

### **New Business**

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

Caron:

**RESOLUTION NO. 2014-10-21-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Kathy Noel is hereby authorized to attend the Spectrum C3P Tax Credit Certification Seminar, in Portland ME, November 5-6, 2014

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Mark Moeller

Barbara Caron

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

**RESOLUTION NO. 2014-10-21-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$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 their FSS goals.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Mark Moeller  
Barbara Caron

None

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

**RESOLUTION NO. 2014-10-21-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$690.00 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 FSS program participants to help achieve their FSS goals.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Mark Moeller

None

Barbara Caron

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

**RESOLUTION NO. 2014-10-21-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Ross Seavey is hereby authorized to attend the Nan McKay Capital Fund Program Training being held in Dayton, Ohio on December 9-10, 2014.

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Mark Moeller

Barbara Caron

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

**Whittier Falls Incorporated**  
**RESOLUTION NO 2014-10-21-01 (4a)**

WHEREAS, bids were solicited in the Foster's Daily Democrat on October 1 and 2, in accordance with the Dover Housing Authority Procurement Policy for the

**Installation of Boilers and Hot Water Tanks at Addison Place; and**

WHEREAS, one eligible bid was received at the bid opening held on October 8, 2014 at 3:00 PM; and

WHEREAS, Moose Harte's Heating and AC, LLC, Gonic, NH, was the low bidder; and

WHEREAS, Moose Harte's Heating and AC, LLC is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the Capital Improvements Coordinator and he determined the price of \$89,400 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Directors of Whittier Falls, Inc., that the contract for **Installation of Boilers and Hot Water Tanks at Addison Place** is hereby awarded to Moose Harte's Heating and AC, LLC in the amount of \$89,400.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Mark Moeller

Barbara Caron

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

**Whittier Falls Incorporated**  
**RESOLUTION NO 2014-10-21-02 (4b)**

WHEREAS, bids were solicited in the Foster's Daily Democrat, September 11-13, in accordance with the Dover Housing Authority Procurement Policy for the **Purchase of Boilers and Hot Water Tanks for Addison Place**; and

WHEREAS, one bid was received at the bid opening held on September 17, 2014 at 3:00 PM; and

WHEREAS, F.W. Webb, Dover, NH, was the low bidder; and

WHEREAS, F.W. Webb is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the Capital Improvements Coordinator and he determined the price of \$89,300.32 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Directors of Whittier Falls, Inc., that the contract to **Purchase Boilers and Hot Water Tanks for Addison Place** is hereby awarded to F.W. Webb in the amount of \$89,300.32.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Mark Moeller  
Barbara Caron

None

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

**Whittier Street Development Corporation**  
**RESOLUTION NO. 2014-10-21 (4a)**

NOW COME, the Members of the Board of the Whittier Street Development Corporation, consent to disband the Board of the Whittier Street Development

WHEREAS, the Board has not met for any new business since 2001 and;

WHEREAS, there is no expectation of future Whittier Street Development Corporation matters to be discussed by the members;

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Mark Moeller

Barbara Caron

**Report of Senior Supportive Services Coordinator** was reviewed by the Commissioners. Allan Krans discussed options for the future use of the Hand-in-Hand Van; the DHA could consider taking over the van for youth and senior transportation when the hospital no longer wants to use the vehicle.

**Report of the Section 8 HCV FSS Coordinator and Report of the PH FSS**

**Coordinator** were reviewed by the Board. Timothy Granfield noted a significant increase in the number of FSS participants in the past month.

**Report of Resident Services Coordinator (RSC) for September 2014** was reviewed by the Board.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Mark Moeller  
Barbara Caron

None

Timothy Granfield left the meeting at 1:30 p.m.

**Policy Review:** Capitalization, Disposition, and Internal Controls were reviewed by the Board. There were no changes suggested.

**Old Business:** There was no old business discussed.

**Miscellaneous:**

The DHA Commissioners' Financial Responsibilities updated list was reviewed. A *Foster's* article was reviewed by the Commissioners.

**Adjournment:**

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Barbara Caron moved to adjourn, seconded by Marjorie Briand. The Meeting adjourned at 1:42 p.m.

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Chair Date

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Secretary Date