

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
November 18, 2014  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 18 at 12:00 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

### **Public Comment**

There were no members of the public present.

### **Minutes**

The Minutes of the Regular Meeting of October 21, 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  
Timothy Granfield  
Barbara Caron  
Mark Moeller

**Nay**

None

**Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, seconded by Timothy Granfield, to approve payroll checks numbered 018213 through 018295; housing checks numbered 038255 through 038357; Section 8 HCV checks numbered 035836 through 036088 and D008424 through D008499; Addison Place checks numbered 004698 through 004728; and Covered Bridge Manor checks numbered 003219 through 003232.

Several checks were discussed and questions were answered by Wendy Tenney to the Board's satisfaction.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron

**Nay**

None

Mark Moeller

**Reports**

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

Report of Executive Director dated November 18, 2014. Allan Krans discussed the recent passing of long time Board member John McCooey, who had been committed to serving the DHA for the past 36 years. The Executive Director explained applications are currently being taken to fill the vacancy, candidates will be interviewed, and the City Manager has the sole responsibility to appoint a new Commissioner. The Board and Mr. Krans further discussed his report, including the orientation for the new SOCC Board of Directors, the preparation of the Housing Authority for the winter weather, and upcoming Capital Fund training for the staff.

Housing Statistics Report for November 2014. Timothy Granfield requested information that would more clearly link security deposit transfers with refund checks issued to tenants after moving out. Wendy Tenney replied that the format of the report could be changed for next month to link the data.

Report of DHA Liaison Officer for November 2014. Officer Feliciano reported on calls for service and interactions with the residents. The Commissioners further discussed the report.

Report of Capital Improvements Coordinator for November 2014. Ross Seavey presented his report to the Board. The boiler and hot water heater installations at Addison Place are expected to progress at 1 building per week. The Capital Fund Manager and the Executive Director explained each boiler system is made up of one boiler and one hot water heater with a back up for each. The contractors have

mapped out the entire design so the systems can be converted with very little inconvenience to the tenants.

The November Report of Senior Supportive Services Coordinator was reviewed by the Commissioners.

Report of the Section 8 HCV FSS Coordinator and Report of the PH FSS Coordinator were reviewed by the Board. Marjorie Briand noted how impressive it is for Cynthia Miller, the PH FSS Coordinator, to have established numerous partnerships between community agencies and the FSS program. The Board members agreed those partnerships are important resources for the FSS participants.

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

Financial Reports. The Commissioners reviewed financial reports: the DHA September 2014 Budget Comparative and the September 2014 Addison Place Budget. Wendy Tenney informed the Board the financial statements will be out next month and Howard Gordon, DHA Accountant could be present to answer any questions.

**Policy Review:**

There were no policies reviewed this month.

**Old Business:**

There was no old business discussed.

**New Business**

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

**RESOLUTION NO. 2014-11-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2015 Commissioners' Conference, January 25-28 at the Trade Winds Island Grand Resort, St. Pete Beach, Florida.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

The Board discussed costs versus benefits of attendance as well as the possible need for training for a new Commissioner; more options for Commissioners' training will be presented at the next meeting and the Board agreed to table the resolution until then. To make a timely decision about the PHADA Conference, the Members agreed to move the next Board meeting up to December 9<sup>th</sup> at noon.

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

**RESOLUTION NO. 2014-11-18-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,392.20 from TD Bank, Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds are 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  
Barbara Caron  
Mark Moeller

None

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

**RESOLUTION NO 2014-11-18-03**

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

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

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$5,158.76** is hereby approved.

The Board discussed the write-offs with Wendy Tenney, Finance Director.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller

None

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

See next page for Resolution No 2014-11-18-04



Wendy Tenney explained new signature cards would be required for each Commissioner as listed but she would need to inform the Bank of Commissioner McCooey's passing.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller

**Nay**

None

**Miscellaneous:**

Marjorie Briand requested the Board move into a Non-Public Session to discuss a personnel matter. A motion was made by Timothy Granfield and seconded by Barbara Caron to enter into nonpublic session pursuant to RSA 91-A:3 to discuss a personnel matter including the hiring, evaluation and compensation of a staff member. A roll call vote was taken and passed unanimously.

At 1:35 the regular session recessed and the Board convened the Non-Public Session.

At 1:55 the Non-Public Session was closed and the regular session reconvened.

**Adjournment:**

Timothy Granfield moved to adjourn, seconded by Mark Moeller. The Meeting

**Minutes**  
**Dover Housing Authority**  
**November 18, 2014**  
**Page 10 of 10**

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adjourned at 1:56 p.m.

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Chair

Date

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Secretary

Date

DRAFT