

MINUTES

Regular Meeting
Dover Housing Authority
December 9, 2014
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, December 9 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
Patricia Silberblatt, Commissioner

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

Public Comment

There were no members of the public present.

Minutes

The Minutes of the Regular Meeting of November 18, 2014 were presented. Barbara Caron moved to accept the minutes, seconded by Timothy Granfield.

There were no questions or comments.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Patricia Silberblatt

None

Manifests and Correspondence

The check manifests were presented. Timothy Granfield moved, seconded by Barbara Caron, to approve payroll checks numbered 018296 through 018379; housing checks numbered 038358 through 038409; Section 8 HCV checks numbered 036089 through 036208 and D008527 through D008575; Addison Place checks numbered 004729 through 004745; and Covered Bridge Manor checks numbered 003233 through 003238.

Commissioner Mark Moeller arrived at 12:10 during the review of the manifests.

The checks were briefly discussed.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield

None

Barbara Caron
Mark Moeller
Patricia Silberblatt

Reports

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

Report of Executive Director dated December 9, 2014. Allan Krans discussed his report with the Board. The Board asked why the UNH Grant was not approved. Allan Krans informed the Board the applicants are not given a reason. Mr. Krans also reminded the Board of upcoming training on Capital Funds and invited the Members to attend.

Housing Statistics Report for December 2014. Wendy Tenney pointed out a change in the Security Deposit Report. The Finance Director explained the report will now show previous month's actual refund check amounts and the current month move-out in which refunds were in process; significant repairs, unpaid work orders and back rent are deducted before a refund check is issued.

Report of DHA Liaison Officer for December 2014. Allan Krans informed the Board Jason Feliciano was completing a two week DARE training. The Executive Director also brought the Board's attention to the officer liaison's report and his narrative of what it means to be a "Community Police Officer".

Report of Capital Improvements Coordinator for December 2014. Ross Seavey discussed his report with the Commissioners and gave updates on a couple changes that occurred after his report was compiled. Niles Hall needed under-the-floor piping replaced. Since there was no heat in the building, it is considered an

emergency. The funds to repipe, Mr. Seavey explained, were already set aside for the project, but as an emergency, the problem was being addressed right away. Wendy Tenney explained the budget revision for this is part of the meeting packet. Ms. Tenney also explained any budget changes must also be approved by HUD for LOCCS, but it can be done fairly quickly.

The December 2014 Report of Senior Supportive Services Coordinator was reviewed by the Commissioners.

Report of the PH FSS Coordinator was reviewed by the Board. Allan Krans reported the trend of the number of participants continues to be positive.

There was no Section 8 HCV FSS Report this month.

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

Financial Reports. The Commissioners reviewed financial reports: the Addison Place October 2014 Budget Comparatives, the 2015 Addison Place Budget and the DHA Budget Comparatives. The Financial Statements FYE 6/30/2014 were reviewed and discussed at length. The DHA Accountant explained the "significant" finding was for inconsistent 3rd party documentation for employment; this has not been cited in the past and is easily remedied.

Policy Review:

No changes were recommended for the following policies reviewed: Check Signing, Use of DHA Property for Political Purposes, Resident Initiatives, Homeownership, and Code of Ethics.

The suggested changes to the Commissioner Travel and Expense Policy were summarized by Allan Krans.

Old Business:

There was no old business discussed.

New Business:

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

RESOLUTION NO. 2014-12-09-01

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.

On a roll call vote:

Aye

Nay

Marjorie Briand

None

Timothy Granfield

Barbara Caron

Mark Moeller
Patricia Silberblatt

Barbara Caron moved to bring to the following resolution to the table, seconded by Timothy Granfield.

RESOLUTION NO. 2014-12-09-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, hereby approve the ***Commissioner Travel and Expense Policy*** as attached.

Timothy Granfield suggested Part 5 in the policy seemed redundant and suggested it could be removed. All were in favor.

On a roll call vote:

Aye

Nay

Marjorie Briand
Timothy Granfield
Barbara Caron
Mark Moeller
Patricia Silberblatt

None

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

RESOLUTION NO. 2014-12-09-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 3 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
Marjorie Briand	None
Timothy Granfield	
Barbara Caron	
Mark Moeller	
Patricia Silberblatt	

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

RESOLUTION NO. 2014-12-09-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350114, is hereby approved.

On a roll call vote:

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

Mark Moeller
Patricia Silberblatt

Miscellaneous: The Board reviewed the DHA Newsletter.

Adjournment:

Timothy Granfield moved to adjourn, seconded by Mark Moeller. The Meeting adjourned at 1:30 p.m.

Chair Date

Secretary Date