

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
January 20, 2015  
12:10 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 20 at 12:10 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  
Patricia Silberblatt, 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;

Members of the Public: Charlene Lister, St. John's Housing, Unit 20; William Lane, St. John's Housing, Unit 27

### **Public Comment**

Charlene Lister reported, according to her observances, the No-Smoking Policy is not being followed or enforced; she gave details about tenants not following the rule and that it is affecting her health. William Lane addressed the Board about not having enough heat in his apartment. Mr. Lane said his thermostat reads 76 degrees most of the time but it does not feel warm enough to be 76 to him or his

neighbors.

Allan Krans addressed Ms. Lister's concerns about the smoking and agreed it is a problem. The Executive Director informed the tenant there are several tenants in the building that will be having air quality testing done to try to determine if there is smoking in the apartment. Mr. Krans also mentioned our Senior Resident Coordinator, Cathyrn Conway-Dorr has been available to help anyone who wants help with smoking cessation.

Allan Krans agreed to look into the heating issue at St. John's in light of William Lane's concern that the heating system is not working correctly. Mr. Krans will contact him and some of the other tenants on a cold day and make arrangements to set up separate thermometers in apartments to compare with the thermostats.

Marjorie Briand thanked Ms. Lister and Mr. Lane for bringing these issues to the attention of the Board; Allan Krans assured the tenants he will look into their concerns.

The members of the public left the meeting and Barbara Caron, Commissioner, arrived at 12:25.

### **Minutes**

The Minutes of the Regular Meeting of December 9, 2014 were presented. Timothy Granfield moved to accept the minutes, seconded by Mark Moeller.

There were no questions or comments.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand	None
Timothy Granfield	
Barbara Caron	
Mark Moeller	
Patricia Silberblatt	

**Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, seconded by Timothy Granfield, to approve payroll checks numbered 018380 through 018514; housing checks numbered 038410 through 038563; Section 8 HCV checks numbered 036209 through 036335 and D008576 through D008653; Addison Place checks numbered 004746 through 004788; and Covered Bridge Manor checks numbered 003239 through 003270.

Wendy Tenney answered questions to the Board's satisfaction regarding a couple expenditures.

On a roll call vote:

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

## **Reports**

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

Report of Executive Director dated January 20, 2015. Allan Krans discussed the Rental Assistance Demonstration (RAD) at length with the Commissioners. Mr. Krans and Ross Seavey have met with other Housing Authorities who already participate in the RAD program and have met with a RAD Consultant. The RAD Program allows an agency to seek private loans for modern rehabilitation instead of relying on HUD Capital Improvement Funds. Mr. Krans discussed the pros and cons with the Board; his recommendation is that if the Commissioners agree to explore the program, the DHA should get applications in within the next two months. There would be application fees, but no penalty fees if the DHA turned down the opportunity in the end.

Housing Statistics Report for January 2015. Allan Krans pointed out the total number of applicants on the Wait Lists included Non-Dover and Already-subsidized applicants; since Dover residents have preference, those without that preference most likely just keep getting “bumped” down on the list.

Report of DHA Liaison Officer for January 2015. The report was reviewed by the Commissioners. Allan Krans distributed a list of individuals who have been banned from the DHA in the last couple years. Mark Moeller asked what the most common reason is for banning individuals. Mr. Krans reported illegal tenancy is number one, followed by criminal activity.

Report of Capital Improvements Coordinator for January 2015. Ross Seavey gave an overview of his report, noting the successful replacement of boilers at Addison Place, Niles and 29 Union Court. Mr. Seavey also reported he is working with

Wendy Tenney on the 2015 Budget and the Public Hearing will be held in February.

The January 2015 Report of Senior Supportive Services Coordinator was reviewed by the Commissioners. Allan Krans informed the Board of several mediations Cathryn Conway-Dorr has been involved in recently. Mr. Krans said she Coordinator should be commended for her good work.

Report of the FSS Coordinators was reviewed by the Board. Timothy Granfield commented the board game Cynthia Miller is using to help the FSS group track achievements is a great idea. The other Commissioners agreed and all were happy to see the participation numbers continue to climb. Patricia Silberblatt asked if the Dover Adult Learning Center could do anything more to help in the FSS program. Allan Krans said he would ask the Coordinators.

Report of Resident Services Coordinator (RSC) for January 2015 was reviewed and briefly discussed by the Board.

Financial Reports. The Commissioners reviewed and discussed each of the financial reports: the DHA and the Addison Place November 2014 Budget Comparatives, TD Bank Account Balance Report – 12/31/2014, Edward Jones Portfolio Summary – 12/31/2014 and the NHRS Compliance Audit Report.

Wendy Tenney discussed energy costs and strategies to get the lowest prices for the DHA.

**Policy Reviews:**

No changes were recommended for the following policies reviewed:

*Procurement Policy*

*Risk Control Policy*

The suggested changes to the *Code of Ethics* Policy and the *Maintenance* Policy were summarized by Marjorie Briand and Allan Krans.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

**Old Business:**

There was no old business discussed.

**New Business:**

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

**RESOLUTION NO. 2015-01-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan B. Krans is hereby authorized to attend the New England Regional Council of NAHRO 2015 Mid-Winter Conference & Exhibition February 1-4, 2015, at the Foxwoods Resort & Casino in Connecticut.

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  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

None

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

**RESOLUTION NO. 2015-01-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr, Lindsey DeRosa, Mark Leno and Cynthia Miller are hereby authorized to attend the 17<sup>th</sup> Annual New England Resident Service Coordinators, Inc. Conference in Stowe, VT May 6-8, 2015.

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand	None
Timothy Granfield	
Barbara Caron	
Mark Moeller	
Patricia Silberblatt	

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

**RESOLUTION NO. 2015-01-20-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$18,314.18 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

<b><u>Aye</u></b>	<b><u>Nay</u></b>
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. 2015-01-20-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$14,817.00 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

The Board added the contingency to this resolution "if the participant abides by the tenancy agreement".

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Timothy Granfield

Barbara Caron

Mark Moeller

Patricia Silberblatt

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

**RESOLUTION NO. 2015-01-20-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Code of Ethics* is hereby approved.

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 by Patricia Silberblatt:

**RESOLUTION NO 2015-01-20-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Maintenance Policy* is hereby approved.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller

None

Patricia Silberblatt

**Miscellaneous:**

The Board reviewed the Commissioners Financial Responsibility FY' 15 Update and the DHA Newsletter.

**Adjournment:**

Timothy Granfield moved to adjourn, seconded by Barbara Caron. The Meeting adjourned at 1:49 p.m.

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Chair

Date

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Secretary

Date