

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
February 17 2015  
12:05 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 17 at 12:05 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  
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; Molly Brownell, Section 8 HCV Manager

### **Public Comment**

No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of January 20, 2015 were presented. Timothy

Granfield moved to accept the minutes, seconded by Barbara Caron.

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 018515 through 018604; housing checks numbered 038564 through 038674; Section 8 HCV checks numbered 036336 through 036447 and D008654 through D008734; Addison Place checks numbered 004789 through 004821; and Covered Bridge Manor checks numbered 003271 through 003287.

Allan Krans informed the Board, snow removal was contracted out this month, since the area had an unusually high amount of snowfall. Ross Seavey explained one old snow blower was replaced this year; one is usually replaced each year.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

**Reports**

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

Report of Executive Director dated February 17, 2015. Allan Krans presented his report to the Board. The Executive Director summarized feedback the residents gave during recent “Listening” meetings that he and the service coordinators arranged. Mark Moeller asked about heat at St. John’s since it was a concern brought up by a resident at the last DHA Board Meeting. Mr. Krans reported the thermostat was tested in the apartment of that particular resident and it was functioning properly. After visiting some of the other in the building, the ground floor apartments were noticeably cooler than the others. Ross Seavey and Bill Gregorakis inspected the basement and found insulation is needed. The short term solution, Mr. Krans explained, will be to allow the thermostats to be turned up higher on the ground floor; the long term solution, will be to insulate the basement.

Allan Krans introduced Molly Brownell, Section 8 Housing Choice Voucher Manager. Ms. Brownell gave an overview of the how the program works. The Board briefly discussed the program with the Manager.

Housing Statistics Report February 2015. The Board reviewed the Security Deposit Refunds for the move-outs in January and February.

Report of DHA Liaison Officer for February 2015. Officer Feliciano explained to the Board, the report notes categories according to how a caller reports an incident. Jason Feliciano gave the example, if a person calls the Police Department saying there has been a theft of an item but it turns out to have been misplaced and found, the call is still listed as a theft. To clarify, the DHA Officer said he will note on future reports the result of service calls.

Molly Brownell left the meeting at 12:35.

Report of Capital Improvements Coordinator for February 2015. Ross Seavey informed the Board there are many boilers being replaced in the housing developments. The Capital Fund Manager gave a summary of his report and the priorities for the Capital Fund Budget.

Report of the Section 8 HCV FSS Coordinator was reviewed by the Board. There were no questions or comments on the report.

Financial Reports: The Commissioners reviewed and discussed each of the financial reports: the DHA and the Addison Place December 2014 Budget Comparatives.

Wendy Tenney informed the Board overtime and snow removal expenses are over budget. Timothy Granfield asked if there is an opportunity to contract out for some regular snow removal to give the Maintenance Staff a break from overtime. Allan Krans explained, "Labor Ready" had no temporary workers to hire when the Housing Authority tried after a recent storm; he will continue to seek outside temporary help as needed for snow removal.

Marjorie Briand waived the normal order of business due to Commissioner Granfield having a time constraint; Timothy Granfield asked to be present for the discussion and voting of the resolution below.

Timothy Granfield motioned to bring the resolution to the table, seconded by Mark Moeller:

**RESOLUTION NO. 2015-02-17-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority; that

WHEREAS the FY 2015 Appropriations Act increased RAD authorization to 185,000 units;

WHEREAS the agreement shall include consulting and submitting RAD applications for all DHA Asset Management Projects (AMPs) 1, 2 and 3;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to enter into an Agreement for RAD Consulting with TAG Associates, in the amount of \$10,000.00

The Board discussed the funding that could be available through the RAD Program for aging housing and the advantages of pursuing private loans in place of HUD Capital Funds. Allan Krans explained the consultation the DHA would get from Tag Associates would not be a long term contract; DHA would have the option to hire a different company after the initial consultation and application for the RAD Program.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

None

The Chair continued with the normal order of business and the following polices were briefly discussed:

*Admissions and Occupancy Policy (ACOP)*  
*Disposition Policy*  
*Rent Collection Policy*  
*Capitalization Policy-no revision suggested*  
*Internal Controls Policy-no revision suggested*

The suggested changes in language to the ACOP, Disposition and Rent Collection policies were summarized by Marjorie Briand.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

None

Report of Commissioner Mark Moeller—PHADA Conference: Mr. Moeller discussed the Conference at length and presented a synopsis of the Conference sessions. There were many presenters who are attorneys, lecturing on several legal issues and concerns of Housing Authorities. Succession planning and cross training, which were also topics Mr. Moeller reported on, were discussed by the Board.

**Old Business:**

There was no old business discussed.

Timothy Granfield left the meeting at 1:45.

**New Business:**

Barbara Caron moved to adopt the following resolution, seconded by Patricia Silberblatt.

**RESOLUTION NO. 2015-02-17-01**

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

On a roll call vote:

**Aye**

Marjorie Briand  
Barbara Caron

**Nay**

None

Mark Moeller  
Patricia Silberblatt

Patricia Silberblatt moved to bring to the following resolution to the table, seconded by Barbara Caron:

**RESOLUTION NO. 2015-02-17-02**

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

None

Barbara Caron moved to adopt the following resolution, seconded Patricia Silberblatt:

**RESOLUTION NO. 2015-02-17-03**

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

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Barbara Caron

Mark Moeller

Patricia Silberblatt

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2015-02-17-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 4 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand

None

Barbara Caron

Mark Moeller

Patricia Silberblatt

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2015-02-17-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority as follows:

WHEREAS: The Dover Housing Authority purchased property on Chapel Street to expand the parking lot next to St. John's;

WHEREAS: Removal of an easement and the creation of a new easement in favor of Holgate Limited Partnership is required to complete the purchase of the property in conformity with the original plans;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to execute a Grant of Easement in favor of Holgate Limited Partnership in exchange for a Release of Easement executive by Holgate Limited Partnership regarding the Chapel Street property.

On a roll call vote:

**Aye**

Marjorie Briand  
Barbara Caron  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

**Miscellaneous:**

The Board reviewed the DHA Newsletter.

**Adjournment:**

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Patricia Silberblatt moved to adjourn, seconded by Barbara Caron. The Meeting adjourned at 1:55 p.m.

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Chair \_\_\_\_\_ Date \_\_\_\_\_

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Secretary \_\_\_\_\_ Date \_\_\_\_\_