

## **MINUTES**

Annual Meeting  
Dover Housing Authority  
April 21 2015  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their annual meeting on Tuesday, April 21 at 12:00 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Vice Chair Timothy Granfield called the meeting to order.

### **Roll Call**

Timothy Granfield, Vice Chair  
Patricia Silberblatt, Commissioner  
Barbara Caron, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant

### **Public Comment**

No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of March 17, 2015 were presented. Barbara Caron moved to accept the minutes, seconded by Patricia Silberblatt.

There were no questions or comments.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

**Manifests and Correspondence**

The check manifests were presented. Patricia Silberblatt moved, seconded by Barbara Caron, to approve payroll checks numbered 018685 through 018764; housing checks numbered 038775 through 038881; Section 8 HCV checks numbered 036550 through 036677 and D008814 through D008896; Addison Place checks numbered 004849 through 004876; and Covered Bridge Manor checks numbered 003305 through 003326.

The Board discussed the manifests with Wendy Tenney, Financial Director.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

**Reports**

Patricia Silberblatt moved to accept the reports, seconded by Barbara Caron:

Report of Executive Director dated April 21, 2015. Allan Krans presented his report to the Commissioners. The Board discussed FEMA relief funds the DHA has submitted an application for, due to the unusually high amount of snowfall this winter. The Rental Assistance Demonstration application was also discussed.

Mark Moeller arrived at the meeting at 12:30 p.m.

Report of Housing Statistics Report April 2015. The Board reviewed the Security Deposit transfers and refunds. Allan Krans discussed preferences given to applicants who live or work in Dover. The Board inquired how many Section 8 HCV vouchers were presently available. Wendy Tenney said would she see to it, the number available will be added to the report each month.

Report of DHA Liaison Officer for April 2015. Allan Krans informed the Commissioners, there has been some recent incidents of syringes being found discarded the properties. Officer Feliciano has a “sharps” container to properly dispose of the syringes; the locations where needles found are being recorded.

Report of Capital Improvements Coordinator for April 2015. The Capital Improvements Coordinator’s report was presented to the Board. Tim Granfield asked if there was a place found to relocate the playground since the expansion of the SOCC would take that the playground space away. Allan Krans said putting a playground in a new location could be considered in the next budget.

Report of the Senior Supportive Services for April 2015. The Commissioners informed Mr. Krans they are pleased with the mixture of narratives, or case studies, presented along with the statistics in all the reports.

Report of the FSS Coordinators for April 2015 was reviewed by the Board. The Board was pleased to see the increase in participants.

Financial Reports: Wendy Tenney reviewed the DHA, Addison Place Budgets, the TD Bank Account Balance and the Edward Jones Portfolio Summary with the Board.

Ms. Tenney also discussed several items listed under “Miscellaneous” on the agenda including: Commissioner Financial Responsibilities, the Executive Summary, the SOCC and the Covered Bridge Manor financial statements.

**Old Business:**

There was no old business.

**New Business:**

The Board discussed Marjorie Briand’s end of term and her resignation from the Board. The Commissioners agreed it would be appropriate to formally acknowledge her service and dedication at the next Board meeting.

**Nominations and elections of Officers:**

Timothy Granfield called for the nomination of officers, whose terms would begin immediately following adjournment of the Board meeting.

Mark Moeller nominated Timothy Granfield for the position of Chairman and nominated himself for the position of Vice Chairman. Barbara Caron seconded both nominations.

On a roll call vote on the nomination of Timothy Granfield as Chairman:

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

On a roll call vote on the nomination of Mark Moeller as Vice Chairman:

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

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

**RESOLUTION NO. 2015-04-21-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend a 2015 Tenmast National User Conference, being held in Monterey, CA July 13-15, 2015 and Lexington, KY October 19-21, 2015.

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

Allan Krans, Wendy Tenney and Kathy Noel discussed the importance of this training for staff with the Board.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

None

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

**RESOLUTION NO. 2015-04-21-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans and Wendy Tenney are hereby authorized to attend the Primex Annual Conference being held at the Mount Washington Resort, Bretton Wood, NH on May 13-14, 2015.

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

Wendy Tenney informed the Board the only expense for attending this training is the hotel; there is no registration or meal charges.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield

None

Barbara Caron  
Patricia Silberblatt  
Mark Moeller

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

**RESOLUTION NO. 2015-04-21-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans is hereby authorized to visit Stamford Housing Authority's RAD project, Charter Oaks, in Stamford CT on May 5-6, 2015.

BE IT FURTHER RESOLVED, that all expenses in connection with his trip to Stamford, CT are hereby approved.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

None

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

**RESOLUTION NO. 2015-04-21-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 3 to Capital Fund Program Grant No. NH36P00350114, is hereby approved.

The Finance Director explained the changes are directly related to the SOCC (non-residential) expansion.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

None

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

**RESOLUTION NO. 2015-04-21-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the ***Tenant Owned Recreational Equipment Policy***, is hereby adopted.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

None

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

**RESOLUTION NO. 2015-04-21-07**

WHEREAS, the FY 2015 Appropriations Act increased Rental Assistance Demonstration (RAD) authorization to 185,000 units; and

WHEREAS, TAG Associates reviewed documentation for all three AMPS and has recommended to move forward with an application for Mineral & Whittier Parks (AMP 1),

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to submit a RAD application for Mineral and Whittier Parks (AMP 1).

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

None

Mark Moeller moved to transition into a Nonpublic Session to discuss a Personnel Matter (RSA 91-A:3), Barbara Caron seconded.

On a roll call vote:

**Aye**

Timothy Granfield  
Barbara Caron  
Patricia Silberblatt  
Mark Moeller

**Nay**

None

At 1:10, the Board convened in Nonpublic Session.

At 1:34, the Board returned to the Annual Meeting.

**Adjournment:**

Patricia Silberblatt moved to adjourn the Annual Meeting, seconded by Barbara Caron. The Meeting adjourned at 1:35 p.m.

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

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