

MINUTES

Regular Meeting
Dover Housing Authority
May 19 2015
12:04 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 19, at 12:04 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chair Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chairman
Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant, Officer Jason Feliciano, DHA Liaison Officer

The Chair introduced Kevin Irwin, new Board Member, appointed by the City Manager.

Public Comment

No members of the public were present.

Minutes

The Minutes of the Annual Meeting of April 21, 2015 and the Minutes of the Nonpublic Meeting of April 21, 2015 were presented. Mark Moeller moved to accept the minutes, seconded by Barbara Caron.

There were no questions or comments.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 018765 through 018846; housing checks numbered 038882 through 038965; Section 8 HCV checks numbered 036678 through 036776 and D008897 through D008978; Addison Place checks numbered 004877 through 004897; and Covered Bridge Manor checks numbered 003327 through 003340.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Barbara Caron	
Patricia Silberblatt	
Kevin Irwin	

Reports

Mark Moeller moved to accept the reports, seconded by Patricia Silberblatt:

Report of Executive Director dated May 19, 2015. Allan Krans presented his report to the Commissioners.

Report of Housing Statistics Report May 2015. Wendy Tenney presented the Housing Statistics including the Section 8 VMS report.

Report of DHA Liaison Officer for May 2015. Officer Feliciano gave a summary of his report and discussed criminal and noncriminal call trends.

Reports of Capital Improvements, Senior Supportive Services and the Report of the FSS Coordinators for May 2015 were presented to the Board.

Financial Reports: Wendy Tenney reviewed the Reports with the Board.

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2015-05-19-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 5 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

None

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

RESOLUTION NO. 2015-05-19-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

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

WHEREAS, due to the fact some of these vacated tenants are impossible to locate or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2015 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$16,968.40 is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

None

Mark Moeller moved to adopt the following resolution, seconded by Patricia Silberblatt:

RESOLUTION NO. 2015-05-19-03

WHEREAS, Marjorie W. Briand has served as a Commissioner of the Dover Housing Authority from March 1985 to April 2015; and

WHEREAS, Marjorie W. Briand has served as Chair of the Dover Housing Authority from 2013 to 2015; and

WHEREAS, Marjorie W. Briand has provided valuable leadership during her tenure at the Dover Housing Authority; and

WHEREAS, Marjorie W. Briand has displayed a great deal of vision and foresight regarding issues that affected not only the Dover Housing Authority but also the City of Dover as a whole; and

WHEREAS, Marjorie W. Briand demonstrated perseverance in pursuing and implementing decisions that were in the best long-range interest of the Authority and was responsible in large measure for the many successes at the Dover Housing Authority,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners extends its heartfelt appreciation to Marjorie W, Briand for her many years of service and dedication to the Dover Housing Authority.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

None

The Board tabled the Resolution to appoint a new CWDAC Member.

Timothy Granfield asked for a roll call vote to transition into a Nonpublic Session to discuss a Personnel Matter (RSA 91-A:3).

On a roll call vote:

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

At 1:22, the Board convened in Nonpublic Session for a personnel matter, within compliance of RSA 91-A: 3 .

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

Adjournment:

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

Vice Chair

Secretary

Date