

MINUTES

Regular Meeting
Dover Housing Authority
June 23, 2015
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 23, at 12:00 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; John Maloney, Capital Improvements Coordinator; Howard Gordon DHA Accountant

Public Comment

No members of the public were present.

Minutes

The Minutes of the Meeting of May 19, 2015 and the Minutes of the Nonpublic Meeting of May 19, 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

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 018847 through 018973 and D0000001 through D0000004; housing checks numbered 038966 through 039096; Section 8 HCV checks numbered 036777 through 036891 and D000001 through D000082; Addison Place checks numbered 004898 through 004925; and Covered Bridge Manor checks numbered 003342 through 003366.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron

None

Patricia Silberblatt
Kevin Irwin

Reports

Mark Moeller moved to accept the reports, seconded by Kevin Irwin:

Report of Executive Director dated June 23, 2015. Allan Krans presented his report to the Commissioners.

Report of Housing Statistics Report June 2015. Wendy Tenney presented the Housing Statistics. There were no questions or comments.

Report of DHA Liaison Officer for June was presented to the Board.

Allan Krans introduced the new Capital Improvements Coordinator, John Maloney, to the Board. The Board briefly discussed the report with Mr. Maloney.

Senior Supportive Services and the Report of the FSS Coordinators for June 2015 were presented to the Board.

Policy Reviews: There were no changes made to the Investment Policy, the Smoking Policy, or the Covered Bridge Management Policy. Recommended changes were reviewed and discussed for the Personnel Policy and the Vehicle Use Policy.

Financial Reports: Wendy Tenney reviewed the following reports with the Board: the Budget Comparative, April 2015 Addison Place Budget Comparative, the April 2015 Operating Budget – FYE 6/30/2016. The Board discussed the budget with Wendy Tenney, the Finance Director, and Howard Gordon, the DHA Accountant.

Old Business:

There was no old business.

New Business:

Mark Moeller moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-06-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HAARG), Public Officials Liability Insurance through Mount Vernon Fire, Business Auto (service vehicles), through Safety Insurance, and Business Auto (passenger vehicles) through Stratford Insurance, is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2015 through June 30, 2016 and the coverage under the Business Auto policies is effective July 1, 2015 through July 1, 2016.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Barbara Caron

Nay

None

Patricia Silberblatt
Kevin Irwin

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

RESOLUTION NO. 2015-06-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Patricia Silberblatt is hereby authorized to attend Nan McKay's Essentials for Commissioners training, June 16-17, 2015 at the Inn at Ocean's Edge, Lincolnville, Maine.

BE IT FURTHER RESOLVED, that all expenses related to this training are 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 Kevin Irwin:

RESOLUTION NO 2015-06-23-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$14,349.87 from TD Bank, Account No. 9244733477, which is the Public Housing 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:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

None

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

RESOLUTION NO. 2015-06-23-05

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

The Board discussed making a clarification of the wording to allow “only hands-free mobile devices in accordance with NH Law”.

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. 2015-06-23-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$299.00 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds are a partial disbursement on behalf of an FSS program participant to help achieve their FSS goals.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Barbara Caron
Patricia Silberblatt
Kevin Irwin

Mark Moeller moved to adopt the following resolution, seconded by Kevin Irwin:

See next page.

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 Barbara Caron:

RESOLUTION NO 2015-06-23-08

WHEREAS, the 21st Century Grant requires a signed contract between the Dover Housing Authority and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a contract, on behalf of the Dover Housing Authority, with the State of New Hampshire Department of Education and further is authorized to execute any documents which may, in his judgment, be desirable or necessary to effect the purpose of this vote.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller
Barbara Caron
Patricia Silberblatt
Kevin Irwin

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

RESOLUTION NO. 2015-06-23-09

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the **Authorization to Execute Contracts and Documents Policy**, as attached.

The Board discussed the authority of the Finance Director to execute contracts and documents in the Executive Director's absence.

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 Barbara Caron:

RESOLUTION NO. 2015-06-23-10

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Operating Budget for Fiscal Year End 6/30/2016 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 Patricia Silberblatt:

RESOLUTION NO. 2015-06-23-11

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Barbara Caron
Patricia Silberblatt
Kevin Irwin

Miscellaneous:

The DHA Newsletter, a *Seacoast Media* article on Habitat for Humanity, and a Thank you note from former Commissioner Marjorie Briand were reviewed.

Adjournment:

Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Barbara Caron. The Meeting adjourned at 1:25 p.m.

Chair

Date

Secretary

Date