

MINUTES

Regular Meeting
Dover Housing Authority
July 28, 2015
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 28, 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
Patricia Silberblatt, Commissioner
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Holly Kibuchi, 34 Pleasant View Circle

Public Comment

Holly Kibuchi was introduced as a DHA resident. Ms. Kibuchi informed the Board, she was attending the public meeting as part of an assignment for her class at Great Bay College.

Minutes

The Minutes of the Meeting of June 23, 2015 were presented. Kevin Irwin moved to accept the minutes, seconded by Patricia Silberblatt.

There were no questions or comments.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, seconded by Kevin Irwin, to approve payroll checks numbered 018974 through 019012 and D0000005 through D0000016; housing checks numbered 039097 through 039154; Section 8 HCV checks numbered 036892 through 037004 and D000083 through D000164; Addison Place checks numbered 004926 through 004944; and Covered Bridge Manor checks numbered 003367 through 003382.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Reports

Patricia Silberblatt moved to accept the reports, seconded by Kevin Irwin.

Report of Executive Director dated July 21, 2015. Allan Krans presented his report to the Commissioners. Mr. Krans gave an update on the RAD application, the SOCC playground plans, and the meetings with staff about metric and evaluations.

Report of Housing Statistics Report July 2015, the Report of DHA Liaison Officer, the Capital Improvements Coordinator's report, Senior Supportive Services and the Report of the FSS Coordinators for July 2015 were presented. The Executive Director explained John Maloney was at training and could not attend the meeting.

Policy Review: There were no changes made to the Change Fund Policy.

Financial Reports: Wendy Tenney reviewed the following reports with the Board: Budget Comparative – May 2015, Addison Place Budget Comparative – May 2015, TD Bank Account Balance Report – 6/30/2015, Edward Jones Account Statement – 6/30/2015.

Old Business:

There was no old business.

New Business:

Timothy Granfield proposed a subcommittee be formed to compile the standards for an evaluation of the Executive Director. Mr. Granfield, Ms. Silberblatt and Mr. Irwin volunteered to be on the subcommittee.

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-07-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan B. Krans is hereby authorized to attend the NAHRO Mixed Development Financing Seminar on August 18-19, 2015 in Gaithersburg, Maryland.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-07-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that John Maloney is hereby authorized to attend the Capital Fund Guidebook Training on July 28-29, 2015 in Boston, MA.

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

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Kevin Irwin moved to adopt the following resolution, seconded by Patricia Silberblatt:

RESOLUTION NO 2015-07-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the 2015 North East Regional Association of Housing Maintenance Supervisors (NERAHMS) September 22-24, 2015, at The Red Jacket Resort in North Conway, NH.

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

On a roll call vote:

Aye

Timothy Granfield

Nay

None

Patricia Silberblatt
Kevin Irwin

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-07-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,027.84 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

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

RESOLUTION NO. 2015-07-28-05

WHEREAS, the City of Dover delegated development of the Dover waterfront area to the Dover Housing Authority in March 2015 pursuant to resolution R-2015.03.25;

WHEREAS, the Cochecho Waterfront Development Advisory (CWDAC) is an

advisory committee to the Dover Housing Authority;

WHEREAS, the City of Dover issued a Request for Qualifications to potential development teams throughout the Northeast region to assist the City of Dover with development of the waterfront;

WHEREAS, CWDAC and City staff conducted a review of applicant proposals and live interviews of finalists;

WHEREAS, the unanimous recommendation of the subcommittee and the full membership of CWDAC at the July 14, 2015 meeting of CWDAC is to select **Union Studio**, an architectural design firm from Providence, Rhode Island, to contract with the City of Dover for development services regarding the waterfront project;

THEREFORE, the Dover Housing Authority accepts the recommendation of CWDAC and recommends the hiring of Union Studio by the City of Dover, at no cost to the DHA, to assist the City of Dover with public improvements on the waterfront.

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-07-28-06

WHEREAS, the Mayor and City Council recommend the appointment of Attorney Matthew Cox to the Cochecho Waterfront Development Advisory Committee to replace Attorney FX Bruton and to fill out an existing term.

The membership of the Cochecho Waterfront Development Advisory Committee shall be:

Norm Fracassa
Jack Buckley
Brian Gottlob

Term Expiring
March 30, 2018
March 30, 2018
March 30, 2018

Dennis Ciotti	March 30, 2018
Kimberly Schuman	March 30, 2017
Sean Fitzgerald	March 30, 2017
Carla Goodnight	March 30, 2017
Matthew Cox	March 30, 2017
Stephen Brewer	March 30, 2016
Jack Mettee, Chair	March 30, 2016
Dana Lynch, Vice Chair	March 30, 2016
Thom Hindle	March 30, 2016

THEREFORE, the Dover Housing Authority appoints Attorney Matthew Cox to fill out an existing term on the Cochecho Waterfront Development Advisory Committee.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO 2015-07-28-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans and Kathy Noel are hereby authorized to attend the Spectrum Tax Credit Training in Boston MA on November 3 and 4, 2015.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO 2015-07-28-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cynthia Miller is hereby authorized to attend the ***Schenectady City Mission/Schenectady Bridges*** Site on August 11-12, 2015 in Schenectady, New York.

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

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting July 28, 2015.

On a roll call vote:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

None

Miscellaneous:

The Commissioner Financial Responsibility Final Report Card for FY'15 and the DHA Newsletter were reviewed.

Adjournment:

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

Chair

Date

Secretary

Date