

MINUTES

Regular Meeting-DRAFT
Dover Housing Authority
August 21, 2015
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 21, 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
Kevin Irwin, Commissioner
Barbara Caron, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; John Maloney, Capital Improvements Coordinator

Public Comment

No members of the public attended the meeting.

Minutes

The Minutes of the Meeting of July 28, 2015 were presented. Barbara Caron moved to accept the minutes, seconded by Kevin Irwin.

Timothy Granfield noted a clerical error on the draft; the adjournment was seconded by Kevin Irwin, not Barbara Caron.

On a roll call vote to correct the error and approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Barbara Caron, to approve payroll checks numbered 019013 through 019074 and D0000017 through D0000049; housing checks numbered 039155 through 039306; Section 8 HCV checks numbered 037005 through 037119 and D000165 through D000246; Addison Place checks numbered 004945 through 004976; and Covered Bridge Manor checks numbered 003383 through 003406.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Patricia Silberblatt
Kevin Irwin
Barbara Caron

Reports

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

Report of Executive Director dated August 21, 2015. Allan Krans presented his report to the Commissioners. Mr. Krans was happy to announce the Dover Housing Authority scored a 99a on the REAC inspection for AMP 3. The “a” Allan Krans explained means there were no Health and Safety Violations that required a 24-hour fix. Allan Krans expressed high praise for the Maintenance Staff. John Maloney reported the “team” approach to prepare for the inspection “was impressive”. Allan Krans went on to discuss his report and a recommendation to the Board to consider developing a strategic plan for long term goals of the Housing Authority.

Capital Improvements Coordinator’s report, was presented to the Board by John Maloney.

Report of Housing Statistics Report August 2015, the Report of DHA Liaison Officer, Senior Supportive Services and the Report of the FSS Coordinator Program for August 2015 were presented.

Policy Review: There were no policies reviewed this month.

Financial Reports: Wendy Tenney presented the Addison Place Budget Comparative – June 2015. Next month, Ms. Tenney said, she will have the June

and July Budget Comparatives for the DHA.

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO 2015-08-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Commissioners are hereby authorized to attend the 2015 Tri-State Conference, September 14-16, 2015 at the Harraseeket Inn in Freeport, Maine.

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

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

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

RESOLUTION NO. 2015-08-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 6 to Capital Fund Program Grant No. NH36P00350113, is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

None

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

RESOLUTION NO. 2015-08-21-03

WHEREAS, John McCooey was a Commissioner of the Dover Housing Authority for over 35 years dedicating himself to public service and helping low income seniors, families and children to live productive lives; and

WHEREAS, John McCooey was Chair of the DHA Board for a number of years

THEREFORE, the Board of Commissioners authorize the Executive Director to make a contribution of \$250 from the Dover Housing Authority to a memorial

fund for John McCooey to erect a permanent marker honoring his service to the community.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

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

Timothy Granfield noted Kristin Longenberger is currently a resident of the Dover Housing Authority, not former as stated in the draft. The resolution is changed to reflect that.

RESOLUTION NO. 2015-08-21-04

WHEREAS, Kristin Longenberger, a current resident of the Dover Housing Authority, successfully completed her first year's attendance at Southern New Hampshire University; and

WHEREAS, Kristin Longenberger is continuing her studies at the Southern New Hampshire University as a sophomore for the school year 2015-2016; and

WHEREAS, Kristin Longenberger has been highly recommended by the

Laughton Scholarship Committee and both academic and personal references;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners award Kristin Longenberger the Laughton Scholarship in the amount of \$1000;

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Miscellaneous:

The DHA Newsletter was reviewed.

Adjournment:

Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Kevin Irwin. The Meeting adjourned at 1:45 p.m.

Chair

Date

Secretary

Date