

MINUTES

Regular Meeting-DRAFT
Dover Housing Authority
November 17, 2015
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 17, 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
Barbara Caron, Commissioner
Kevin Irwin, Commissioner
Patricia Silberblatt, 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; Adam Krans, Section 8 HCV Housing Officer

Absent: Mark Moeller, Vice Chair

Public Comment

No members of the public attended the meeting.

Minutes

The Minutes of the Regular and Non-public Meetings of October 20, 2015 and the

Special Meeting of October 28 were presented to the Board. Barbara Caron moved to accept the minutes, seconded by Patricia Silberblatt.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Barbara Caron moved, seconded by Patricia Silberblatt, to approve payroll checks numbered 019159 through 019203 and D0000103 through D0000134; housing checks numbered 039548 through 039643; Section 8 HCV checks numbered 037240 through 037477 and D000423 through D000505; Addison Place checks numbered 005032 through 005057; and Covered Bridge Manor checks numbered 003441 through 003452.

The Board discussed the Manifests.

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin

Nay

None

Patricia Silberblatt

Reports

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

Report of Executive Director dated November 17, 2015. Allan Krans presented his report to the Commissioners. Mr. Krans discussed the temporary relocation of the St. John's residents during the recent spray insulation of the basement. Several thank you cards were sent from residents and shared with the Commissioners. John Maloney reported it was a very well-coordinated staff effort to make sure the residents had transportation, lodging and meals during the time the residents had to be out of the building. Allan Krans further discussed his report with the Board.

Adam Krans gave a short presentation on his position at DHA as the Section 8 Housing Officer.

Allan Krans discussed the Housing Authority Metrics scorecard with the Board.

The Board reviewed the Capital Improvements Coordinator's Report. John Maloney discussed ongoing projects and his role at Addison Place in overseeing vacancy turnovers.

The Report of DHA Liaison Officer, Report of Housing Statistics Report September 2015, Senior Supportive Services and the Report of the FSS Coordinator Program for September 2015 were presented. Timothy Granfield noted the FSS program, seems very established with participants meeting goals, graduating, and new participants ready to begin.

Financial Reports: Wendy Tenney, Finance Director, was present to discuss the financial reports with the Board:

Budget Comparative – September 2015
Addison Place Budget Comparative – September 2015
Management Discussion & Analysis FYE 6/30/2015
Financial Statements (Draft) FYE 6/30/2015
PH FASS Score FYE 6/30/2015
Ameresco Annual Savings Report Energy Performance
Contract (EPC) Phase II – FYE 6/30/2015
Final FEMA Approval and Notification of Payment

Howard Gordon described the audit as “very clean” and the budget as being in very good shape.

Policy Reviews: Recommended changes to the Policy for Prospective Low-Income Family Housing Sites were discussed. In summary, Allan Krans reported the changes were basically made to clean up the grammar and simplify the policy wording. The Policy for Travel for Commissioners was reviewed; no changes were suggested.

John Maloney and Adam Krans left the meeting at 1:10.

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2015-11-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Molly Brownell, Adam T. Krans, and Allan B. Krans are hereby authorized to attend a Nan McKay HCV Housing Quality Standards Inspector Training being held in Manchester, NH on December 8-9, 2015.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

None

Kevin Irwin moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2015-11-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,656.76 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher 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 requirements of the Contract of Participation.

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2015-11-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$104.00 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 her FSS goals.

On a roll call vote:

Aye

Nay

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

None

Kevin Irwin moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2015-11-17-04

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

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

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$21,464.36** is hereby approved.

The Board discussed the reasons for uncollected debt with the Executive Director. Wendy Tenney explained the accounts being written off are accounts that are several years old and considered uncollectable.

On a roll call vote:

Aye

Nay

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO 2015-11-17-05

I hereby certify to HealthTrust, Inc. ("HealthTrust"), that the following is a true copy of a resolution adopted by the Governing Body of Dover Housing Authority at a meeting duly held on November 17, 2015:

RESOLVED, that Dover Housing Authority shall participate as a Member in the HealthTrust pooled risk management program for the provision of group medical and/or other benefit plans in accordance with the "Application and Membership Agreement" and NH RSA 5-B.

RESOLVED, that Allan B. Krans, Executive Director, is hereby authorized and directed to execute and deliver to HealthTrust, on behalf of Dover Housing Authority, the "Application and Membership Agreement" in substantially the form presented to this meeting.

I further certify that the foregoing resolution remains in full force and effect without modification.

On a roll call vote:

Aye

Nay

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

None

Kevin Irwin moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2015-11-17-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Kathy Noel is hereby authorized to attend the Granite State Managers Association Low-Income Housing Tax Credit Update Training being held on December 7, 2015 in Concord, NH.

BE IT FURTHER RESOLVED, that all expenses related to this training are hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

None

Barbara Caron moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO 2015-11-17-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$22,896.21 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 the requirements of their Contract of Participation.

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2015-11-17-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Policy for Prospective Low-Income Family Housing Sites* is hereby approved.

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

Barbara Caron moved to adopt the following resolution, seconded by Kevin Irwin:

RESOLUTION NO. 2015-11-17-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2016 Commissioners' Conference, January 10-13 at the Hyatt Regency Miami, Miami, Florida.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2015-11-17-10

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan B. Krans is hereby authorized to attend the New England Regional Council of NAHRO 2016 Mid-Winter Conference & Exhibition January 31-February 3, 2015, at the Hyatt Regency in Newport, RI.

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

Allan Krans reported that he would not be attending the Conference and Timothy Granfield suggested the resolution wording be changed to "...the Executive Director and/or the Commissioners..."

On a roll call vote:

Aye

Timothy Granfield
Barbara Caron
Kevin Irwin
Patricia Silberblatt

Nay

None

Miscellaneous:

The DHA Newsletter and Thank You cards from St. John's Residents were presented.

Adjournment:

Barbara Caron moved to adjourn the Regular Meeting, seconded by Patricia Silberblatt. The Meeting adjourned at 1:50 p.m.

Chair

Date

Secretary

Date