

MINUTES

Regular Meeting
Dover Housing Authority
February 23, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 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
Kevin Irwin, Commissioner
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner

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

Public Comment

No members of the public attended the meeting.

Minutes

The Minutes of the Regular Meeting of January 19, 2016 were presented to the Board. Patricia Silberblatt moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, seconded by Kevin Irwin, to approve payroll checks numbered 019312 through 019357 and D0000220 through D0000256; housing checks numbered 039844 through 039936; Section 8 HCV checks numbered 037673 through 037773 and D000678 through D000767; Addison Place checks numbered 005106 through 005123; and Covered Bridge Manor checks numbered 003495 through 003514.

The Board discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

Reports

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

Report of Executive Director dated February 23, 2016. Allan Krans discussed his report with the Commissioners.

Kathy Zaleski arrived to meet with the Commissioners at 12:20 p.m. Ms. Zaleski gave a short presentation to the Board about her job at DHA; she shared with them two anecdotes where she felt she was able to make a difference in residents' lives.

Kathy Zaleski left the meeting immediately after her presentation.

The Board reviewed and discussed the Capital Improvements Coordinator's Report, Report of Housing Statistics Report, Senior Supportive Services and the Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator.

Financial Reports: Wendy Tenney, Finance Director, was not able to discuss the reports but Allan Krans and John Maloney, Capital Improvements Coordinator, answered some brief questions about the reports.

Budget Comparative – December 2015

Addison Place Budget Comparative – December 2015

Performance & Evaluation Report – 12/31/2015

(CFP 501-13, 501-14, & 501-15)

Policy Reviews:

Anti-Discrimination and Anti-Harassment Policy

Disposition Policy
Internal Controls
Investment Policy

The Board review the policies. Allan Krans stressed the importance of the internal controls and how polices come into play on a daily basis. No changes were recommended for any policies.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2016-02-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that Allan B. Krans and Wendy M. Tenney are hereby authorized to attend the Procurement and Contract Management Training with Michael Gifford, being held at the Harraseeket Inn, Freeport, ME, April 11-13, 2016.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO. 2016-02-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,900.35 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be 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
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO 2016-02-23-03

WHEREAS, the 21st Century Grant requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, 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 Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal year end June 30, 2017 funding, and is further 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	
Kevin Irwin	
Patricia Silberblatt	
Barbara Caron	

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

See next page:

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO. 2016-02-23-05

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the Significant Amendment to the PHA 5-Year Plan FYB 2015 and the PHA Annual Plan FYB 2016;

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

None

Mark Moeller motioned to enter into a nonpublic session and Barbara Caron seconded within compliance of RSA 91-A:3, II(d) *Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.*

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

Nay

None

The Board recessed from the Regular Meeting at 1:10 p.m.

The Board reconvened the Regular Meeting at 1:55 p.m.

Mark Moeller made a motion, and Barbara Caron seconded to approve the following resolution:

RESOLUTION NO 2016-02-23-06

WHEREAS, the Dover Housing Authority(DHA) owns land and buildings on the streets in the City of Dover known as Hampshire Circle, Pleasant View Circle, Mineral Park Drive and a portion of Whittier Street known as AMP 1 (Asset Management Property) of the DHA (NH003) consisting of 49 residential buildings containing 184 apartments;

WHEREAS, the DHA provides federal subsidies for low-income housing to families who qualify for permanent housing due to low family household income;

WHEREAS, the DHA performed a Capital Needs Assessment regarding AMP 1 the results of which indicate a need for Ten Million dollars (\$10,000,000) of modernization monies over the course of the next twenty (20) years;

WHEREAS, the estimated Capital Improvements funding for AMP 1 from the federal government over the next 20 years is Five Million dollars (\$5,000,000) creating a gap between the projected capital needs of AMP 1 and the expected federal funding;

WHEREAS, the Dover Housing Authority AMP 1 buildings have existing capital needs including roofs, siding, electrical, plumbing, kitchens, bathrooms, and energy and site improvements;

WHEREAS, the Department of Housing and Urban Development encourages local public housing authorities to collaborate with the private sector to finance the modernization of public housing by allowing conversion of public housing to project based vouchers;

WHEREAS, Rental Assistance Demonstration (RAD) conversion will not only provide the mechanism for funding needed capital improvements but also a more steady funding of operating expenses;

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

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Kevin Irwin
Patricia Silberblatt
Barbara Caron

The Board reviewed the DHA Newsletter.

Mark Moeller made a motion to adjourn, seconded by Barbara Caron.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

Chair

Date

Secretary

Date