

MINUTES

Regular Meeting
Dover Housing Authority
March 15, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 15, 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

Absent: Barbara Caron, Commissioner

Also present were: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Officer Chris Plummer, DHA Liaison Officer; Cathryn Conway-Dorr, Senior Services Coordinator

Public Comment

No members of the public attended the meeting.

Minutes

The Minutes of the Regular Meeting and the Non-Public Meeting of February 23, 2016 were presented to the Board. Mark Moeller moved to accept the Minutes, seconded by Patricia Silberblatt.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

None

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, seconded by Kevin Irwin, to approve payroll checks numbered 019358 through 019401 and D0000257 through D0000289; housing checks numbered 039937 through 040046; Section 8 HCV checks numbered 037774 through 037893 and D000678 through D000767; Addison Place checks numbered 005124 through 005156; and Covered Bridge Manor checks numbered 003515 through 003537.

The Board discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

None

Reports

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

Report of Executive Director dated March 15, 2016. Allan Krans discussed his report with the Commissioners.

Cathryn Conway-Dorr gave a presentation to the Commissioners regarding her job responsibilities and interactions with the residents. Ms. Conway-Dorr left the meeting immediately after her presentation.

The Capital Improvements Coordinator updated the Board on recent and upcoming projects including the renovation of the Administrative Building.

Allan Krans introduced the new DHA Liaison Officer, Chris Plummer to the Board. Officer Plummer shared his background with the Board and gave a short presentation.

John Maloney and Officer Plummer left the meeting at 1:20.

Report of Housing Statistics Report, the Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator and the Addison Place Comparative Budget were reviewed by the Board.

Policy Reviews:

- Blood-Borne Diseases Policy
- Capitalization Policy
- Check Signing Policy
- Community Space Utilization/Rental Policy

The Board reviewed the policies listed and no changes were recommended. The Commissioners also discussed the Commissioners' Travel Policy. The Board and Mark Moeller agreed he would be issued reimbursement for regular travel expenses to a recent PHADA Conference; Mr. Moeller would be responsible for any additional costs for an invited guest.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2016-03-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw a predetermined amount each month from the HCV Family Self-Sufficiency Escrow Account No. 9030709046, for deposit into an Individual Development Account

(IDA) established for FSS Participants.

BE IT FURTHER RESOLVED, that these funds will be partial disbursements on behalf of an FSS program participant to help achieve their FSS goals.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2016-03-15-02

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

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Minutes
Dover Housing Authority
March 15, 2016
Page 6 of 6

Kevin Irwin

Patricia Silberblatt

The Board reviewed the DHA Newsletter.

Mark Moeller made a motion to adjourn at 2:00P.M., seconded by Patricia Silberblatt.

On a roll call vote:

Aye

Timothy Granfield

Mark Moeller

Kevin Irwin

Patricia Silberblatt

Nay

None

Chair

Date

Secretary

Date