

MINUTES

Regular and Annual Meeting
Dover Housing Authority
May 17, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular and annual meeting on Tuesday, May 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, Chair
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner

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

Absent: Mark Moeller, Vice Chair; Kevin Irwin, Commissioner

Public Comment

No members of the public were present.

Minutes

The Minutes of the Regular Meeting of April 19, 2016 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
Patricia Silberblatt
Barbara Caron

Nay

None

Manifests and Correspondence

The check manifests were presented. Barbara Caron moved, seconded by Patricia Silberblatt to approve payroll checks numbered 019449 through 019490 and D0000325 through D0000360; housing checks numbered 040188 through 040314; Section 8 HCV checks numbered 038004 through 038113 and D000951 through D001045; Addison Place checks numbered 005191 through 005218; and Covered Bridge Manor checks numbered 003557 through 003578.

The Board briefly discussed the Manifests. Wendy Tenney clarified a couple Board questions regarding Invoices.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Barbara Caron

Nay

None

Reports

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

James Gagne spoke with the Board about his role at the Dover Housing Authority as the Maintenance Supervisor. Mr. Gagne left the meeting at 12:15.

Report of Executive Director dated May 17, 2016. Allan Krans discussed his report with the Commissioners. The Board discussed the DHA future with the RAD program and the timeline. Mr. Krans also discussed the Key Performance Indicators and the staff's evaluations related to bonuses.

John Maloney updated the members on Capital Improvements.

The Report of the DHA Liaison Officer, Report of Housing Statistics Report, Senior Supportive Services and the Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator were reviewed by the Commissioners.

Financial Reports: The Budget Comparative – March 31, 2016, the Addison Place Budget Comparative – March 2016 and the Whittier Falls/Addison Place Financial Statements were discussed with the Finance Director. The Commissioners discussed the positive bottom line in the budget and the possibility of taking care of some projects that have been postponed due to other priorities.

Policy Reviews: No policies were reviewed.

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2016-05-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the Nan McKay Blended Occupancy Management Training, sponsored by Granite State Managers Association (GSMA), on June 21-22, 2016 in Portsmouth, NH.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO 2016-05-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the 2016

North East Regional Association of Housing Maintenance Supervisors (NERAHMS)
September 27-29, 2016, at The Red Jacket Mountain View 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

Nay

Timothy Granfield
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO. 2016-05-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover
Housing Authority, that Allan Krans is hereby authorized to attend the 18th Annual
New England Resident Service Coordinators, Inc. Conference in Hartford, CT May
4-6, 2016.

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

On a Roll Call Vote:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO 2016-05-17-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Commissioners are hereby authorized to attend the 2016 Tri-State Conference, September 11-14, 2016 at the Mills Falls at the Lake, Meredith, NH.

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
Patricia Silberblatt
Barbara Caron

None

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

RESOLUTION NO. 2016-05-17-05

WHEREAS, the attached is a list of previous voucher holders of the Dover Housing Authority Housing Choice Voucher Program (HCV); and

WHEREAS, each of these persons entered into a fraud repayment agreement with the Dover Housing Authority; and

WHEREAS, due to the fact these persons are no longer in the HCV program with the Dover Housing Authority and are impossible to locate or have deceased.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$10,483.44 is hereby approved.

On a Roll Call Vote:

Aye

Timothy Granfield
Patricia Silberblatt
Barbara Caron

Nay

None

Nominations and elections of Officers:

Timothy Granfield called for the nomination of officers, whose terms would begin immediately following adjournment of the Board meeting.

Patricia Silberblatt nominated Timothy Granfield for the position of Chairman and Barbara Caron seconded.

On a roll call vote on the nomination of Timothy Granfield as Chairman:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Barbara Caron	
Patricia Silberblatt	

Patricia Silberblatt nominated Mark Moeller for the position of Vice Chairman and Barbara Caron seconded.

On a roll call vote on the nomination of Mark Moeller as Vice Chairman:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Barbara Caron	
Patricia Silberblatt	

Allan Krans requested the June meeting be moved up to the 14th at 12:30. The Commissions were all in favor.

Patricia Silberblatt moved to adjourn, seconded by Barbara Caron.

On a Roll Call Vote:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Patricia Silberblatt	
Barbara Caron	

Meeting adjourned at 1:15 p.m.

Chair

Date

Secretary

Date