

MINUTES

Regular Meeting
Dover Housing Authority
August 16, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular and annual meeting on Tuesday, August 16, 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
Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Stacey Kearns, Director of Family Services and the Seymour Osman Center.

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of July 19, 2016 were presented to the Board. Mark Moeller moved to accept the minutes, seconded by Kevin Irwin.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Kevin Irwin to approve payroll checks numbered 019645 through 019678 and D0000432 through D0000459; housing checks 040528 through 040658; Section 8 HCV checks numbered 038330 through 038443 and D001236 through D001332; Addison Place checks numbered 005255 through 005276; and Covered Bridge Manor checks numbered 003606 through 003630.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

Reports

Mark Moeller moved to accept the reports, seconded by Barbara Caron.

Report of Executive Director dated August 16, 2016. Allan Krans discussed his report with the Commissioners.

Stacey Kearns discussed her role as the Director of Family Services and the Seymour Osman Center.

John Maloney presented his report on Capital Improvements to the Commissioners.

The Report of the DHA Liaison Officer was reviewed.

Report of Housing Statistics Report was reviewed. Wendy Tenney informed the Board she has changed the HCV report to include more detail.

Senior Supportive Services, and the Report of the Resident Services Coordinator were reviewed and briefly discussed by the Board.

The following Financial Reports were reviewed and discussed:

- Addison Place Budget Comparative – June 2016
- Commissioners Report Card – Quarter End 6/30/2016

Policy Reviews: The following policies were reviewed: Vehicle Use Policy, Office Closure Policy with revision recommended and Rent Collection Policy.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2016-08-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to attend NAHRO's 2016 National Conference & Exhibition, October 14-16, 2016, being held in New Orleans, LA.

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

Mark Moeller indicated the conference agenda sounded very beneficial for both Directors and Commissioners. Mr. Moeller asked if the Board Members would be able to attend also. The Board agreed the Commissioners should be added to the resolution for attendance.

On a roll call vote:

Aye

Timothy Granfield

Mark Moeller

Patricia Silberblatt

Barbara Caron

Kevin Irwin

Nay

None

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

RESOLUTION NO 2016-08-16-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,574.35 from TD Bank, Account No. 7764010086, 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
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

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

RESOLUTION NO 2016-08-16-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$7,217.72 from TD Bank, Account No. 7764010086, 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
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

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

RESOLUTION NO. 2016-08-16-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the 2016 Tenmast National User Conference, being held in Lexington, KY, October 11-14, 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

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

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

RESOLUTION NO. 2016-08-16-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Office Closure Policy** is hereby

approved.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron
Kevin Irwin

Nay

None

Miscellaneous: The Board reviewed the DHA Newsletter.

Adjournment: Mark Moeller moved, and Patricia Silberblatt seconded to adjourn at 1:15.

Chair

Date

Secretary

Date