

MINUTES

Regular Meeting
Dover Housing Authority
September 20, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 20, 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
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Molly Brownell, HCV Officer.

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of August 16, 2016 were presented to the Board. Kevin Irwin moved to accept the minutes, seconded Patricia Silberblatt.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Patricia Silberblatt

Nay

None

Kevin Irwin

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Patricia Silberblatt to approve payroll checks numbered 019679 through 019734 and D0000460 through D0000504; housing checks 040659 through 040806; Section 8 HCV checks numbered 038444 through 038552 and D001333 through D001427; Addison Place checks numbered 005277 through 005300; and Covered Bridge Manor checks numbered 003631 through 003641.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Reports

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

Molly Brownell gave a short presentation about her job responsibilities. The Board members discussed with her the Housing Choice Voucher Program and the rental housing market at present. Ms. Brownell left the meeting at 12:20.

Report of Executive Director dated September 20, 2016. Allan Krans discussed his report with the Commissioners.

At 12:30, Howard Gordon, DHA Accountant joined the meeting via conference call to discuss the financial status of the Housing Authority. Mr. Gordon was happy to report the DHA is in good standing and there are no areas of concern for him to report. The call ended at 12:40.

Mr. Krans finished discussing his report and updated the Commissioners on the RAD (Rental Assistance Demonstration).

John Maloney updated the members on Capital Improvements and Addison Place.

The Report of the DHA Liaison Officer, the Report of Housing Statistics Report, Senior Supportive Services Report, the FSS Report, and the Report of the Resident Services Coordinator were reviewed. Each report was briefly discussed.

The following Financial Reports were presented to the Commissioners:

Budget Comparative – FYE June 2016
Management Discussion & Analysis FYE June 2016
GASB 45 Actuarial Review FYB July 2015
Addison Place Budget Comparative – July 2016

Wendy Tenney, Finance Director presented a summary and answered questions for the Board members.

Policy Reviews: The following policies were reviewed:

Commissioners' Travel Policy
Bannings and Trespass Policy
Community Service and Self-Sufficiency Policy

Smoking Policy
Admissions and Occupancy Policy

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO. 2016-09-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Commissioners' Travel Policy** is hereby approved.

There was a discussion about the Policy and the revision.

On a roll call vote to accept the change:

Aye

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

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

RESOLUTION NO 2016-09-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that maintenance staff members are hereby authorized to attend RPF Environmental Lead Base Paint Trainings being held on September 15th and 29th in Northwood, 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

Timothy Granfield
Patricia Silberblatt
Kevin Irwin

Nay

None

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

RESOLUTION NO 2016-09-20-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,387.18 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
Patricia Silberblatt
Kevin Irwin

Nay

None

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

RESOLUTION NO. 2016-09-20-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Admissions and Continued Occupancy Policy (ACOP)** is hereby approved.

On a roll call vote:

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Aye

Timothy Granfield

Patricia Silberblatt

Kevin Irwin

Nay

None

Miscellaneous: The Board reviewed the DHA Newsletter.

Adjournment: Patricia Silberblatt moved, and Kevin Irwin seconded to adjourn at 1:30.

Chair

Date

Secretary

Date