

MINUTES

Regular Meeting
Dover Housing Authority
October 18, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular on Tuesday, October 18, 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
Kevin Irwin, Commissioner
Barbara Caron, Commissioner

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of September 20, 2016 were presented to the Board. Barbara Caron moved to accept the minutes, seconded Patricia Silberblatt.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Barbara Caron to approve payroll checks numbered 019735 through 019758 and D0000505 through D0000521; housing checks 040807 through 040918; Section 8 HCV checks numbered 038553 through 038666 and D001428 through D001524; Addison Place checks numbered 005301 through 005329; and Covered Bridge Manor checks numbered 003642 through 003665.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Reports

Barbara Caron moved to accept the reports, seconded by Kevin Irwin.

Report of Executive Director dated October 18, 2016. Allan Krans discussed his report with the Commissioners. Allan Krans discussed the progress of the RAD Program, the Waterfront Development and summarized his report.

John Maloney updated the members on Capital Improvements.

The Report of Housing Statistics Report, which included a quarterly narrative was discussed.

The Report of the DHA Liaison Officer, Senior Supportive Services Report, the FSS Report, and the Report of the Resident Services Coordinator were also reviewed.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – August 2016
- Addison Place Budget Comparative – August 2016
- TD Bank Account Balance Report 9/30/2016
- Edward Jones Portfolio 9/30/2016

Policy Reviews: The following policies were discussed; there were no changes recommended for the Covered Bridge Manor Management Plan. Kevin Irwin discussed with the Board making a change to the Drug Elimination Policy to include language about getting information to families who may be struggling with substance abuse on where and how to get help. The Board discussed the Policy and agreed to revisit it at the next meeting.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin

Nay

None

Barbara Caron

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO 2016-10-18-01

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of **\$11,980.76** is hereby approved.

Wendy Tenney and Allan Krans informed the Board the reduction in write-offs for Addison has been reduced by 50% since last year. Kathy Noel answered questions about two larger balances, to the Commissioners satisfaction.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

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

RESOLUTION NO 2016-10-18-02

WHEREAS, the attached is a list of vacated tenants of Covered Bridge Manor; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of **\$51.33** is hereby approved.

On a roll call vote:

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Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Miscellaneous: The Board reviewed the Commissioner Financial Responsibilities – 9/30/2016 and the DHA Newsletter.

Adjournment: Mark Moeller moved, and Kevin Irwin seconded to adjourn at 1:30.

Chair

Date

Secretary

Date