MINUTES

Regular Meeting
Dover Housing Authority
January 17, 2017
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 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
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 and the Nonpublic Meeting of December 20, 2016 were presented to the Board. Mark Moeller moved to accept the minutes, Barbara Caron seconded.

On a roll call vote to approve the minutes:

Aye	**Nay**

Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Kevin Irwin	
Barbara Caron	

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Mark Moeller to approve payroll checks numbered 019869 through 019921 and D0000620 through D0000660; housing checks 041163 through 041265; Section 8 HCV checks numbered 038888 through 038990 and D001725 through D001826; Addison Place checks numbered 005368 through 005387; and Covered Bridge Manor checks numbered 003702 through 003717.

Wendy Tenney described the details of several items in the Manifests for informational purposes for the Board Members.

On a roll call vote:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Kevin Irwin	
Barbara Caron	

Reports

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

Report of Executive Director dated January 17, 2017. Allan Krans began discussing his report with the Board.

At 12:40, Timothy Granfield moved to waive the regular order of business to discuss financials with Howard Gordon, DHA Accountant via conference call. All agreed.

The Board discussed the Financial Statements FYE 6/30/2016 with Mr. Gordon. The DHA Accountant conveyed that the financial outlook of the DHA is stable and there were no findings in the audit. Allan Krans, the Members and Howard Gordon briefly discussed the RAD program and the financing plan.

Immediately following the conference call, the Executive Director continued his report.

John Maloney discussed some new projects that are going out for bid. The Board discussed the Capital Improvements and the report.

The Commissioners reviewed the Report of Housing Statistics Report.

The Report of the DHA Liaison Officer was presented. Allan Krans discussed the report and the important role the Liaison Officer has in the neighborhood.

FSS Report, and the Report of the Resident Services Coordinator were also reviewed.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – November 2016

- Addison Place Budget Comparative – November 2016
- TD Bank Account Balance Report 12/31/2016
- Edward Jones Portfolio 12/31/2016
- FASS Score 6/30/2016

Wendy Tenney, Finance Director, discussed the Reports with the Board.

Policy Reviews: The following polices were reviewed:

Risk Control
Acceptable Use HITTS
Code of Ethics/Rules of Conduct
Personnel Policy

The Board Members discussed making possible changes to the Code of Ethics Policy. No other policies were recommend for changes.

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Kevin Irwin	
Barbara Caron	

Old Business:

There was no old business.

New Business:

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

RESOLUTION NO 2017-01-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of $24.00 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher 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 of the requirements of the Contract of Participation.

On a roll call vote:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Kevin Irwin	
Barbara Caron	

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

RESOLUTION NO. 2017-01-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program

Grant No. NH36P00350115, is hereby approved.

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Kevin Irwin	
Barbara Caron	

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

RESOLUTION NO 2017-01-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH36P00350114 are hereby approved.

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Kevin Irwin	
Patricia Silberblatt	
Barbara Caron	

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

RESOLUTION NO. 2017-01-17-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority as follows:

WHEREAS: The positive supportive services and opportunities provided by the Dover Housing Authority, in addition to quality permanent housing, in collaboration with community partners should be succinctly stated in a Mission Statement.

WHEREAS: Periodic reflection and revision of the Mission Statement is important for the continued health of the agency

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Mission Statement of the Dover Housing Authority shall be:

The Dover Housing Authority, an independent municipal corporation, opens doors to opportunities. We are driven to collaborate with public and private community partners to provide supportive services and quality housing for people with limited incomes.

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	

Kevin Irwin
Patricia Silberblatt
Barbara Caron

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

RESOLUTION NO. 2017-01-17-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority as follows:

WHEREAS: Branding is important to the residents of the Dover Housing Authority because it speaks to how we present ourselves to the public and stakeholders in our community;

WHEREAS: Control of our messaging through our website and Facebook allows for consistent and positive messages;

WHEREAS: Positive branding will improve the lives of our residents living at the Dover Housing Authority.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, authorizes the Executive Director to apply to the New Hampshire Secretary of State for the tradename of "Whittier Falls Housing", to replace the logo with the attached image, and to adopt a new tagline ("Opening Doors to Opportunities"), in order to market our activities under our new tradename replacing the brand known as the Dover Housing Authority, but not replacing the legal status or official entity.

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Kevin Irwin	
Patricia Silberblatt	
Barbara Caron	

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

RESOLUTION NO. 2017-01-17-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of $2,609.56 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Kevin Irwin	
Patricia Silberblatt	
Barbara Caron	

Mark Moeller motioned to move into a Nonpublic meeting, seconded by Kevin Irwin within compliance of RSA 91-A: 3 II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

The Board recessed from the Regular Meeting at 1:45 p.m.

The Board reconvened the Regular Meeting at 2:15 p.m.

Adjournment: Mark Moeller moved, and Barbara Caron seconded to adjourn the regular meeting at 2:16.

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Chair   Date

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Secretary   Date