

MINUTES

Regular Meeting
Dover Housing Authority
April 27, 2021 1:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 27, at 1:00 p.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order.

Roll Call

Timothy Granfield, Chair

Noreen Biehl, Commissioner

Rachel Stansfield, Commissioner, attended electronically

Absent: Mark Moeller, Vice Chair; Patricia Silberblatt, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director

Ryan Crosby, the upcoming Executive Director, attended electronically.

Public Comment: There were no members of the public present.

Minutes

The Regular Meeting Minutes of March 23, 2021 were presented to the Board. Noreen Biehl moved to accept the Minutes and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Noreen Biehl
Rachel Stansfield

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Rachel Stansfield seconded to approve the manifests for: Payroll, Housing, 1623 Settlement, Section 8, Addison Place, and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Noreen Biehl
Rachel Stansfield

Nay

None

Reports

Noreen Biehl moved to bring the reports to the table, seconded by Rachel Silberblatt.

Report of Executive Director dated April 27, 2021. Allan Krans presented his report to the Commissioners.

The Commissioners reviewed and discussed the Capital Improvement Coordinator's Report, DHA Liaison Officer's Report, Housing Statistics, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 2/28/2021
- Addison Place Budget Comparative – 2/28/2021
- 1623 SDLP Budget Comparative – 2/28/2021
- Statement of Cash Flow Report – 2/28/2021
- TD Bank Account Balance Report – 3/31/2021
- Edward Jones Portfolio – 3/31/2021

Policy Reviews: The Change Fund Policy and the Procurement Policy were reviewed. No changes were recommended.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

New Business:

Noreen Biehl moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2021-04-27-01

WHEREAS, the Mayor and City Council recommend to re-appointment of existing members, expiring March 30, 2021, for another 3-year term to expire March 30, 2024. Ex-officio non-voting appointments including the Mayor, City Manager and

Executive Director of the Dover Housing Authority remain the same.
The voting membership of the Cochecho Waterfront Development Advisory Committee shall be:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2023
Kimberly Schuman	March 30, 2023
Sean Fitzgerald	March 30, 2023
Steve Brown	March 30, 2023
Norm Fracassa, Vice Chair	March 30, 2024
Dane Drasher	March 30, 2024
Kyle Pimental	March 30, 2024
Dennis Ciotti	March 30, 2024
Otis Perry	March 30, 2022
Jack Mettee	March 30, 2022
Dana Lynch, Chair	March 30, 2022
Elizabeth Goldman	March 30, 2022

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Rachel Stansfield

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2021-04-27-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, the Executive Director is authorized to withdraw the sum of **\$72.54** from TD Bank Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Rachel Stansfield

Nay

None

Miscellaneous: The following were discussed.

Whittier Falls Newsletter
Commissioners Report Card
1623 SDLP Loan Update
EBT Fire – Deductible Reimbursement

Adjournment: At 1:35 p.m. Noreen Biehl moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date