

MINUTES

Regular Meeting
Dover Housing Authority
May 25, 2021 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 25, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Noreen Biehl, Commissioner

Absent at time of Roll Call: Patricia Silberblatt, Commissioner; Rachel Stansfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Capital Improvements Coordinator

James Griffin, DHA Accountant and Ryan Crosby, the upcoming Executive Director, joined the meeting electronically.

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

Minutes

The Regular Meeting Minutes of April 27, 2021 were presented to the Board Mark Moeller moved to accept the Minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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
Mark Moeller

Nay

None

Reports

Mark Moeller moved to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director dated May 25, 2021. Allan Krans presented his report to the Commissioners.

Rachel Stansfield joined the meeting electronically at 12:15 p.m.

The Capital Improvements Coordinator presented his report to the Board and

answered questions related to free internet access provided to the residents.

The Commissioners reviewed and discussed the 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 – 3/31/2021
- Addison Place Budget Comparative – 3/31/2021
- 1623 SDLP Budget Comparative – 3/31/2021

The Draft of the Operating Budget FYE 6/30/2022, was presented and discussed, at length, between the Board Members, the Executive Director, the Finance Director and the DHA Accountant.

Also reviewed and discussed were:

- Statement of Cash Flow Report – 3/31/2021
- Addison Place Financial Statements – 12/31/2020
- Actual Modernization Cost Certificate - CFP 501-19
- Capital Fund 501-19 Annual Statement – Final
- PH TAR Write Offs - FYE 6/30/2021

Policy Reviews:

Check Signing Policy and the Internal Controls Policy were reviewed. No changes were recommended.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO 2021-05-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350119 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2021-05-25-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$17,868.43** 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 program participants 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
Mark Moeller
Rachel Stansfield

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2021-05-25-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay SEMAP Self-Assessment training webinar being held on August 2, 2021.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance

to the webinar are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Noreen Biehl

Mark Moeller

Rachel Stansfield

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2021-05-25-04

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

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

WHEREAS, most of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2021 allows for provision of writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of \$7,631.32 is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO 2021-05-25-05

WHEREAS, the ReKINDling Curiosity COVID-19 Pandemic Response Program requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a contract, on behalf of Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal year end June 30, 2022 funding, and is further authorized to execute any documents which may, in his judgment, be desirable or necessary to affect the purpose of this vote.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Miscellaneous: The following were discussed.

Whittier Falls Newsletter

Adjournment: At 1:12 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date