

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
July 19, 2016  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular and annual meeting on Tuesday, July 19, 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  
Barbara Caron, Commissioner  
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; John Maloney, Capital Improvements Coordinator; Wendy Tenney, Finance Director; Cynthia Wiggins, Applications Specialist

### **Public Comment**

No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of June 14, 2016 were presented to the Board. Barbara Caron moved to accept the minutes, seconded by Patricia Silberblatt.

On a roll call vote to approve the minutes:

**Aye**

**Nay**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

**Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron to approve payroll checks numbered 019538 through 019644 and D0000398 through D0000431; housing checks numbered 040416 through 040527; Section 8 HCV checks numbered 038224 through 038339 and D001141 through D001236; Addison Place checks numbered 005241 through 005254; and Covered Bridge Manor checks numbered 003594 through 003605.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

**Reports**

Mark Moeller moved to accept the reports, seconded by Patricia Silberblatt.

Report of Executive Director dated July 19, 2016. Allan Krans discussed his report with the Commissioners.

Cynthia Wiggins discussed with the Board, her role as the Applications Specialist.

Mark Moeller left the meeting at 12:30.

John Maloney presented his report on Capital Improvements to the Commissioners.

The Report of the DHA Liaison Officer, Report of Housing Statistics Report, Senior Supportive Services, Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator were reviewed and briefly discussed by the Board.

The following Financial Reports were reviewed and discussed:

- Budget Comparative – May 2016
- Addison Place Budget Comparative – May 2016
- TD Bank Account Balance Report 6/30/2016
- Edward Jones Portfolio 6/30/2016

**Policy Reviews:** The Security Deposit Policy and the Resident Owned Recreational Equipment Policy were discussed.

On a roll call vote:

**Aye**

**Nay**

|                      |      |
|----------------------|------|
| Timothy Granfield    | None |
| Patricia Silberblatt |      |
| Barbara Caron        |      |
| Kevin Irwin          |      |

**Old Business:**

There was no old business.

**New Business:**

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2016-07-19-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cynthia Miller is hereby authorized to attend **Disrupting the Poverty Cycle Conference** on October 6-7, 2016 in Boston, MA.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance at this conference are hereby approved.

On a roll call vote:

**Aye**

**Nay**

|                      |      |
|----------------------|------|
| Timothy Granfield    | None |
| Patricia Silberblatt |      |
| Barbara Caron        |      |

Kevin Irwin

Kevin Irwin moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2016-07-19-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the 2016 **National Service Coordinator Conference** in Atlanta, GA, August 21-24, 2016.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance at this conference are hereby approved.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

Barbara Caron moved to adopt the following resolution, seconded by Patricia Silberblatt:

**RESOLUTION NO 2016-07-19-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$8,517.61 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  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

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

**RESOLUTION NO. 2016-07-19-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$142.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher 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  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

Kevin Irwin moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2016-07-19-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$415.43** from TD Bank Account No. 7764010086, which is the Public Housing 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 Public Housing Operating account.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2016-07-19-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Molly Brownell is hereby authorized to attend the Nan McKay Public Housing Management training on August 29 – September 2, 2016 in Portland, ME.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance to this training are hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield  
Patricia Silberblatt  
Barbara Caron  
Kevin Irwin

**Nay**

None

**Miscellaneous:** The Board reviewed the DHA Newsletter.

**Adjournment:** Kevin Irwin moved, and Barbara Caron seconded to adjourn at 1:20.

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Chair

Date

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Secretary

Date