

MINUTES

Regular Meeting
Dover Housing Authority
November 15, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular on Tuesday, November 15, 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; Kathy Noel, Administrative Assistant

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of October 18, 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

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 Mark Moeller to approve payroll checks numbered 019759 through 019803 and D0000522 through D0000558; housing checks 040919 through 041023; Section 8 HCV checks numbered 038667 through 038771 and D001525 through D001624; Addison Place checks numbered 005330 through 005341; and Covered Bridge Manor checks numbered 003666 through 003681.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Reports

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

Report of Executive Director dated November 15, 2016. Allan Krans discussed training opportunities for the employees. The Board discussed RAD and putting less emphasis on “low income” and putting more emphasis on the residents

having opportunities at the Housing Authority.

John Maloney updated the members on Capital Improvements.

The Report of Housing Statistics Report, The Report of the DHA Liaison Officer, 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 – September 2016
- Addison Place Budget Comparative – September 2016

Policy Reviews: No policies were on the agenda for review this month.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

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. 2016-11-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,500.00 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 FSS program participants to help achieve their FSS goals.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

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

RESOLUTION NO. 2016-11-15-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$6,888.46** 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:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Barbara Caron

Nay

None

Mark Moeller moved to approve the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2016-11-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans, Kathy Noel, Adam Krans, and Roxanne Osgood are hereby authorized to attend the Spectrum C3P Tax Credit Certification Seminar in Boston MA on December 5-6, 2016.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at the seminar are hereby approved.

Mark Moeller motioned to move into a Nonpublic meeting, seconded by Barbara Caron 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.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt
Barbara Caron

Nay

None

The Board recessed from the Regular Meeting at 1:05 p.m.

The Board reconvened the Regular Meeting at 1:26 p.m.

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

Chair

Date

Secretary

Date