

MINUTES

Regular Meeting
Dover Housing Authority
December 20, 2016
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular on Tuesday, December 20, 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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of November 15, 2016 were presented to the Board. Kevin Irwin moved to accept the minutes, Mark Moeller seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

Kevin Irwin
Barbara Caron

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Mark Moeller to approve payroll checks numbered 019804 through 019868 and D0000559 through D0000619; housing checks 041024 through 041162; Section 8 HCV checks numbered 038772 through 038886 and D001625 through D001724; Addison Place checks numbered 005342 through 005367; and Covered Bridge Manor checks numbered 003682 through 003701.

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 Patricia Silberblatt.

Report of Executive Director dated December 20, 2016. Allan Krans discussed his report with the Board.

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 – October 2016
- Addison Place Budget Comparative – October 2016

Policy Reviews: Political use of DHA Property and the Resident Initiatives Policy were reviewed. No changes were recommended.

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 Kevin Irwin:

RESOLUTION NO. 2016-12-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the New England Regional Council of NAHRO 2017 Mid-Winter Conference on January 29 – February 1, 2017, at the Boston Marriott Long Wharf, Boston, MA.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance to this conference are hereby approved.

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. 2016-12-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that Stacey Kearns and Brandy Barshaw are hereby authorized to attend the 21st Century Community Learning Center Winter Retreat at Church Landing in Meredith, NH January 12-13, 2017.

BE IT FURTHER RESOLVED, all expenses in connection with the retreat are hereby approved.

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 Patricia Silberblatt:

RESOLUTION NO. 2016-12-20-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$849.25 from TD Bank, Account No. 9244733477, 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

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

Barbara Caron

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.

The Board recessed from the Regular Meeting at 12:50 p.m.

The Board reconvened the Regular Meeting at 1:08 p.m.

Timothy Granfield announced there was a unanimous vote to seal the minutes of the nonpublic session.

Adjournment: Mark Moeller moved, and Barbara Caron seconded to adjourn the regular meeting at 1:09.

Chair

Date

Secretary

Date