

MINUTES

Regular Meeting
Dover Housing Authority
February 21, 2017
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 21 at 12:00 p.m. at the Blue Latitudes Restaurant, 431 Central Ave., 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

Absent: Barbara Caron, Commissioner

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting and the Nonpublic Meeting of January 17, 2017 were presented to the Board. Mark Moeller moved to accept the minutes, Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt
Kevin Irwin

Manifests and Correspondence

The check manifests were presented. Kevin Irwin moved, seconded by Mark Moeller to approve payroll checks numbered 019922 through 019973 and D0000661 through D0000703; housing checks 041266 through 041371; Section 8 HCV checks numbered 038991 through 039125 and D001827 through D001924; Addison Place checks numbered 005388 through 005411; and Covered Bridge Manor checks numbered 003718 through 003738.

The Board review and discussed the Manifests.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin

Nay

None

Reports

Mark Moeller moved to accept the reports, seconded by Kevin Irwin.

Report of Executive Director dated February 21, 2017. Allan Krans updated the Board on the RAD Program.

The Commissioners reviewed the Capital Improvements Report, Report of Housing Statistics Report, and Report of the DHA Liaison Officer, FSS Report, and the Report of the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – December 2016
- Addison Place Budget Comparative – December 2016

Wendy Tenney, Finance Director, discussed the Reports with the Board.

Policy Reviews: The following policies were reviewed:

Anti-Discrimination and Anti-Harassment Policy
Disposition Policy
Investment Policy

There were no recommendations for changes.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin

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 2017-02-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,564.47 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

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin

Nay

None

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

RESOLUTION NO. 2017-02-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$125.00 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

Nay

None

Mark Moeller moved to approve the following resolution, seconded by Patricia Silberblatt:

RESOLUTION NO. 2017-02-21-03

WHEREAS, the Mayor and City Council recommend the appointments of Dane Drasher and Kyle Pimental to fill positions on the Cochecho Waterfront Development Advisory Committee created by the resignations of Jack Buckley and Brian Gottlob, and re-appointments of existing members for another 3-year term for each individual. 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:

Member

Matthew Cox
Kimberly Schuman
Sean Fitzgerald

Term Expiring

March 30, 2020
March 30, 2020
March 30, 2020

Minutes
Dover Housing Authority
February 21, 2017
Page 6 of 6

Carla Goodnight	March 30, 2020
Peg Purcell	March 30, 2019
Jack Mettee, Chair	March 30, 2019
Dana Lynch, Vice Chair	March 30, 2019
Roberta Woodburn	March 30, 2019
Norm Fracassa	March 30, 2018
Dane Drasher	March 30, 2018
Kyle Pimental	March 30, 2018
Dennis Ciotti	March 30, 2018

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

Miscellaneous: The Board reviewed the Insurance Register.

Adjournment: Mark Moeller moved, and Patricia Silberblatt seconded to adjourn the regular meeting at 1:30 p.m.

Chair

Date

Secretary

Date