

MINUTES

Regular Meeting
Dover Housing Authority
March 28, 2017
12:05 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 28 at 12:05 p.m. at the Dover Housing 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
Noreen Biehl, Commissioner

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of February 21, 2017 were presented to the Board. Mark Moeller moved to accept the minutes, Kevin Irwin seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

Kevin Irwin
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Kevin Irwin to approve payroll checks numbered 019974 through 020040 and D0000704 through D0000761; housing checks 041372 through 041478; Section 8 HCV checks numbered 039126 through 039241 and D001925 through D002024; Addison Place checks numbered 005420 through 005451; and Covered Bridge Manor checks numbered 003739 through 003759.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

Reports

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

Report of Executive Director dated March 28, 2017. Allan Krans presented the report to the Board.

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

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – January 2017
- Addison Place Budget Comparative – January 2017
- Performance & Evaluation CFP 501-13 – 12/31/2016
- Performance & Evaluation CFP 501-15 – 12/31/2016
- Performance & Evaluation CFP 501-16 – 12/31/2016
- Office Renovation Expenses

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

Policy Reviews: The following policies were reviewed:

Blood-Borne Diseases Policy
Capitalization Policy
Check Signing Authorization Policy
Community Space Utilization/Rental Policy

There were no recommendations for changes.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

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 2017-03-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$10,965.19 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to two FSS program participants who have successfully completed all the requirements of their Contract of Participation.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2017-03-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Adam Krans, Roxanne Osgood, and Debbie Nace are hereby authorized to attend the Nan McKay HCV and Public Housing Rent Calculation training, hosted by Portsmouth Housing Authority on April 25-26, 2017 in Portsmouth, NH.

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

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2017-03-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans is hereby authorized to attend the Primex Annual Conference being held at the Omni Mount Washington Resort, Bretton Woods, NH on May 10-11, 2017.

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

On a roll call vote:

Aye

Timothy Granfield

Mark Moeller

Patricia Silberblatt

Kevin Irwin

Noreen Biehl

Nay

None

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

RESOLUTION NO. 2017-03-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr, Mark Leno, and Cynthia Miller are hereby authorized to attend the 19th Annual New England Resident Service Coordinators, Inc. conference in Rockport, Maine, May 3-5, 2017.

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

On a roll call vote:

Aye

Timothy Granfield

Mark Moeller

Patricia Silberblatt

Kevin Irwin

Nay

None

Noreen Biehl

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

RESOLUTION NO 2017-03-28-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Adam Krans and Roxanne Osgood are hereby authorized to attend the Spectrum Bring it Together training in Portland, ME on August 16-18, 2017.

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

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

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

RESOLUTION NO 2017-03-28-06

WHEREAS, the Commissioners of the Dover Housing Authority previously approved the preparation and submission of a Financing Plan and all associated

documentation for the Rental Assistance Demonstration (RAD);
WHEREAS, the Pro Forma calls for commitment of \$500,000 of AMP 1 reserves to be used for the RAD project;

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority approve the use of \$500,000 of AMP 1 reserves for the RAD project;

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2017-03-28-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350115, is hereby approved.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Patricia Silberblatt
Kevin Irwin
Noreen Biehl

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

RESOLUTION NO. 2017-03-28-08

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2017;

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Kevin Irwin
Noreen Biehl

Nay

None

Miscellaneous: The Board reviewed the DHA March Newsletter and a Thank you note from Barbara Caron.

Adjournment: Mark Moeller moved, and Patricia Silberblatt seconded to adjourn the regular meeting at 1:26 p.m.

Chair

Date

Secretary

Date