

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
April 18, 2017  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 18 at 12:00 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; Kathy Noel, Administrative Assistant

**Public Comment:** No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of March 28, 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 Patricia Silberblatt to approve payroll checks numbered 020041 through 020091 and D0000762 through D0000802; housing checks 041479 through 041615; Section 8 HCV checks numbered 039242 through 039342 and D002025 through D002119; Addison Place checks numbered 005452 through 005474; and Covered Bridge Manor checks numbered 003760 through 003776.

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 April 18, 2017. Allan Krans presented the report to the Board Members.

The Commissioners reviewed the Capital Improvements Report, DHA Liaison Officer Report, Housing Statistics Report, Senior Supportive Services Report, Family and Self

Sufficiency Report, and the Report of the Resident Services Coordinator.

On a roll call vote to approve the reports:

**Aye**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

Wendy Tenney, Finance Director, presented the following reports to the Commissioners:

- Budget Comparative – February 2017
- Addison Place Budget Comparative – February 2017
- TD Bank Account Balance Report 3/31/2017
- Edward Jones Portfolio 3/31/2017
- Covered Bridge Affordable Housing Corporation Financial Statements – 12/31/2016
- Seymour Osman Community Center Financial Statements 6/30/2016

**Policy Reviews:** The following policies were reviewed:

Contract Signing  
Video Surveillance Guidelines

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 Kevin Irwin:

**RESOLUTION NO 2017-04-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of The Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$9,397.06 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 a FSS program participant who has successfully completed all the requirements of her Contract of Participation.

The Commissioners discussed this achievement and the value of the FSS program.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

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

**RESOLUTION NO 2017-04-18-02**

WHEREAS, the 21<sup>st</sup> Century Grant requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a contract, on behalf of Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal year end June 30, 2018 funding, and is further authorized to execute any documents which may, in his judgment, be desirable or necessary to effect the purpose of this vote.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

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**Miscellaneous:** The Board reviewed the DHA April Newsletter and the Commissioners Report Card.

**Adjournment:** Mark Moeller moved, and Patricia Silberblatt seconded to adjourn the regular meeting at 1:00 p.m.

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Chair

Date

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Secretary

Date