

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
May 16, 2017  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 16 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 April 18, 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 Noreen Biehl to approve payroll checks numbered 020092 through 020142 and D0000803 through D0000843; housing checks 041616 through 041708; Section 8 HCV checks numbered 039343 through 039453 and D002120 through D002213; Addison Place checks numbered 005475 through 005508; and Covered Bridge Manor checks numbered 003777 through 003789.

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 Kevin Irwin.

Report of Executive Director dated May 15, 2017. Allan Krans began a presentation of his report to the Board Members.

Noreen Biehl motioned to move into a Nonpublic meeting, seconded by Kevin Irwin 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  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

The Board recessed from the Regular Meeting at 12:20 p.m.

The Board reconvened the Regular Meeting at 12:38 p.m.  
The Minutes of the Nonpublic session were not sealed.

The Members continued discussion of the Executive Director's report.

The Commissioners reviewed the Capital Improvements Report, DHA Liaison Officer Report, Housing Statistics 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

**Nay**

None

Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

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

- Budget Comparative – March 2017
- Addison Place Budget Comparative – March 2017

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

Change Fund  
Procurement  
Internal Controls

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 2017-05-16-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,858.55 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.

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 Patricia Silberblatt:

**RESOLUTION NO. 2017-05-16-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the Executive Director is authorized to withdraw the sum of \$310.00 from TD Bank, Account No. 7764010086, 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  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

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

**RESOLUTION NO. 2017-05-16-03**

WHEREAS, the Dover Housing Authority is committed improve the quality of life and intends to help bridge the digital divide for young residents of Mineral and Whittier Parks,

WHEREAS, the Dover Housing Authority has performed a price analysis and has determined the price to be very reasonable and well within the budget,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to approve the purchase and funding for T-Mobile tablets and 2- year service agreement for young residents of Mineral and Whittier Parks at an estimated cost of \$6,000.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Patricia Silberblatt  
Kevin Irwin  
Noreen Biehl

**Nay**

None

**Miscellaneous:** The Board reviewed the DHA April Newsletter and the Board Member reappointment letter for Mark Moeller.

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date