

MINUTES

Regular Meeting
Dover Housing Authority
September 19, 2017
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 19, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Noreen Biehl, Commissioner
Kevin Irwin, Commissioner
Patricia Silberblatt, 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 of August 15, 2017 were presented to the Board. Kevin Irwin moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Manifests and Correspondence

Noreen Biehl moved to accept the manifests, seconded by Patricia Silberblatt.

The check manifests were presented. Kevin Irwin moved, and Noreen Biehl seconded to approve payroll checks numbered 0020323 through 0020351 and D00092600- D00095600; housing checks 042070 through 042235; Section 8 HCV checks numbered 039766 through 039857 and D002500 through D002594; Addison Place checks numbered 005578 through 005604; and Covered Bridge Manor checks numbered 003842 through 003865.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director dated September 19, 2017. Allan Krans presented his

report to the Commissioners. The progression towards converting to RAD (Rental Assistance Demonstration) was discussed at length.

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

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – July 2017
- Addison Place Budget Comparative – July 2017

On a roll call vote to accept the Board Reports:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Policy Reviews: The new policies, Energy Conservation and the EIV Policy/Procedures, were discussed.

Old Business: There was no Old Business discussed.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by

Noreen Biehl:

RESOLUTION NO. 2017-09-19-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$300.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO. 2017-09-19-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director and Commissioners are hereby authorized to attend NAHRO's 2017 National Conference & Exhibition, October 27-29, 2017, being held in Pittsburgh, PA.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO 2017-09-19-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance and Evaluation Report for the Capital Fund Program Grant No. NH36P00350113 is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

Mark Moeller moved to bring the following resolution to the table, seconded by

Noreen Biehl:

RESOLUTION NO. 2017-09-19-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the ***Energy Conservation Policy*** is hereby adopted.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO. 2017-09-19-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the ***EIV System Income Verification Policy/Procedures*** is hereby adopted.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Miscellaneous:

Whittier Falls September Newsletter was reviewed.

Timothy Granfield motioned to move into a Nonpublic meeting, seconded by Mark Moeller 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 1:23 p.m.

The Board reconvened the Regular Meeting at 2:10 p.m.

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn the regular meeting at 2:16.

Chair

Date

Secretary

Date