

MINUTES

Regular Meeting
Dover Housing Authority
October 17, 2017
12:03 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 17, at 12:03 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Kevin Irwin, Commissioner
Patricia Silberblatt, Commissioner

Absent at time of Roll Call: Mark Moeller

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting and the nonpublic meeting of September 19, 2017 and the Special Meeting of October 6, 2017 were presented to the Board. Noreen Biehl moved to accept the minutes and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

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 0020352 through 0020381 and D0095700 - D0099900; housing checks 042236 through 042339; Section 8 HCV checks numbered 039868 through 039968 and D0002595 through D002688; Addison Place checks numbered 005605 through 005622; and Covered Bridge Manor checks numbered 003866 through 003882.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Reports

Kevin Irwin moved to accept the reports, seconded by Patricia Silberblatt.
Mark Moeller arrived at 12:05 p.m.

Report of Executive Director dated October 17, 2017. Allan Krans presented his report to the Commissioners.

The Commissioners reviewed the following reports: Housing Statistics, Report of the DHA Liaison Officer, Relocation Coordinator, FSS Coordinator, and the Resident Services Coordinator.

The following Financial Reports were presented and discussed:

- Budget Comparative – July 2017
- Addison Place Budget Comparative – July 2017
- TD Bank Account Balance Report – 9/30/2017
- Edward Jones Portfolio – 9/30/2017

On a roll call vote to accept the Board Reports:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Policy Reviews: The Covered Bridge Manor Management Plan was reviewed. The addition of VAWA protections was noted as new to the Plan. Kevin Irwin requested an update be made for the Drug Elimination Policy. The Commissioners agreed to bring vote on an expanded policy for the next meeting.

Old Business: There was no Old Business discussed.

New Business:

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

RESOLUTION NO. 2017-10-17-01

NOW COME, the Board of Commissioners of the Dover Housing Authority (DHA) who waive notice of an Annual Meeting and who elect officers of the Seymour Osman Community Center:

WHEREAS, the following are nominated by a person currently serving on the DHA Board of Commissioners:

1. Nick Couturier
2. Jeff Brown
3. Edward A. Webb
4. Gregory Brown
5. Rachel Stansfield
6. Katherine Parker Wright

WHEREAS, the said nominated persons demonstrate an interest in youth development, parent support and outreach, crime prevention programs, mentoring and housing support services and;

WHEREAS, the Board of Commissioners shall make the final determination in any question of matter concerning eligibility to become a member.

THEREFORE, may it be resolved that the above named begin serving term on the Seymour Osman Community Center Board of Directors immediately following the

close of the meeting;

On a roll call vote to pass the resolution:

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 Kevin Irwin:

RESOLUTION NO. 2017-10-17-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cynthia Wiggins is hereby authorized to attend Fred Pryor's Seminar on How to Deliver Exceptional Customer Service on October 23, 2017 in Portland, ME.

BE IT FURTHER RESOLVED, that all expenses related to this seminar are hereby approved.

On a roll call vote to pass the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Noreen Biehl
Kevin Irwin
Patricia Silberblatt

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

RESOLUTION NO 2017-10-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$3,230.05 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 to pass the resolution:

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. 2017-10-17-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,200.00 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 to pass the resolution:

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. 2017-10-17-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$7,222.23** from TD Bank Account No. 7764010086,

which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program, and will be transferred to the Public Housing Operating account.

On a roll call vote to pass the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

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 12:30 p.m.

The Board reconvened the Regular Meeting at 1:01 p.m.

Miscellaneous:

Whittier Falls Newsletter and the Commissioners' Report Card-Quarter End

9/30/2017 was presented for the Board review.

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:05 p.m.

Chair Date

Secretary Date