

MINUTES

Regular Meeting
Dover Housing Authority
November 21, 2017
12:02 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 21, at 12:02 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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting and the Nonpublic Meeting of October 17, 2017 were presented to the Board. Mark Moeller moved to accept the minutes and Kevin Irwin seconded.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Kevin Irwin	
Patricia Silberblatt	

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl seconded to approve payroll checks numbered 0020382 through 0020425 and D00100100 - D00107200; housing checks 042340 through 042487; Section 8 HCV checks numbered 039969 through 040095 and D0002689 through D002782; Addison Place checks numbered 005623 through 005649; and Covered Bridge Manor checks numbered 003883 through 003903.

On a roll call vote to approve the manifests:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Kevin Irwin	
Patricia Silberblatt	

Reports

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

Report of Executive Director dated November 21, 2017. Allan Krans presented his report to the Commissioners.

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

The following Financial Reports were presented and discussed:

- Budget Comparative – September 2017
- Addison Place Budget Comparative – September 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 Drug Elimination Policy was reviewed with recommended updates. Commissioner's Travel and Expense Policy was also reviewed.

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. 2017-11-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Commissioners, and Staff are hereby authorized to attend the New England Regional Council of NAHRO 2018 Mid-Winter Conference on February 4-7, 2018 at the Mohegan Sun Convention Center in Uncasville, CT.

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

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 2017-11-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans, Kathy Noel, Adam Krans, and Roxanne Osgood are hereby authorized to attend the Spectrum C3P Tax Credit Online Training.

BE IT FURTHER RESOLVED, all expenses in connection with the training are

hereby approved.

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 Noreen Biehl:

RESOLUTION NO 2017-11-21-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,363.39 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn will be distributed to an FSS program participant 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

None

Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

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

RESOLUTION NO. 2017-11-21-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the ***Drug Elimination Policy*** is hereby adopted.

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 Noreen Biehl:

RESOLUTION NO. 2017-11-21-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby

authorized to attend the PHADA 2018 Commissioners' Conference, January 7-10 at the Sheraton San Diego Hotel and Marina in San Diego, CA.

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

On a roll call vote to pass the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin
Patricia Silberblatt

Nay

None

Miscellaneous:

Whittier Falls Newsletter was reviewed.

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn at 1:10 p.m.

Chair

Date

Secretary

Date