

MINUTES

Regular Meeting
Dover Housing Authority
January 23, 2018 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 23, 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; Howard Gordon, DHA Accountant; John Maloney, Capital Improvements Coordinator

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of December 20, 2017 were presented to the Board. Mark Moeller 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

The check manifests were presented. Mark Moeller moved, and Kevin Irwin seconded to approve payroll checks numbered 0020454 through 0020495 and D0112400 through D0117300; housing checks 042589 through 042718; Section 8 HCV checks numbered 040204 through 040343 and D002892 through D002983; Addison Place checks numbered 005682 through 005695; and Covered Bridge Manor checks numbered 003925 through 003942.

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.

Tim Granfield motioned to waive the normal order of business to discuss the Financial Audit of the Housing Authority with Howard Gordon, Accountant. All

agreed. Mr. Gordon reported the Housing Authority had a positive cash flow last year and reviewed the audit with the Board.

Timothy Granfield excused himself from the meeting at 12:35 p.m. and turned the meeting over to Mark Moeller, Vice Chair.

Report of Executive Director dated January 23, 2018. Allan Krans presented his report to the Commissioners.

The Commissioners reviewed and discussed the Capital Improvements Report, Housing Statistics Report, FSS Coordinator, and the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – November 2017
- Addison Place Budget Comparative – November 2017
- Financial Statements – FYE 6/30/2017
- TD Bank Account Balance Report – 12/31/2017
- Edward Jones Account Balance Report – 12/31/2017
- Capital Fund Grant Performance and Evaluation Reports – 501-15, 501-16, & 501-17
- 1623 Settlement Dover LP Operating Proforma and 15 Year Cash Flow

Wendy Tenney discussed the financial reports with the Commissioners.

On a roll call vote to accept the Board Reports:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Kevin Irwin	
Patricia Silberblatt	

Kevin Irwin excused himself from the meeting at 1 p.m.

Policy Reviews:

Code of Ethics
Acceptable Use of HITSS Policy
Risk Control Policy

The three policies were reviewed by the Board and no changes were recommended.

Old Business: There was no Old Business discussed.

New Business:

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-01-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr, Mark Leno, and Cynthia Miller are hereby authorized to attend the 20th Annual New England Resident Service Coordinators, Inc. conference in Newport, Rhode Island, May 2-4, 2018.

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

On a roll call vote:

Aye

Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-01-23-02

WHEREAS, the Mayor and City Council recommend the appointment of Samia Touma to fill a position on the Cochecho Waterfront Development Advisory Committee created by the resignation of Carla Goodnight, and the re-appointment of existing members, expiring March 30, 2018, for another 3-year term to expire March 30, 2021. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.

The voting membership of the Cochecho Waterfront Development Advisory Committee shall be:

Matthew Cox	<u>Term Expiring</u>
Kimberly Schuman	March 30, 2020
Sean Fitzgerald	March 30, 2020
Samia Touma	March 30, 2020

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Peg Purcell	March 30, 2019
Jack Mettee, Chair	March 30, 2019
Dana Lynch, Vice Chair	March 30, 2019
Roberta Woodburn	March 30, 2019
Norm Fracassa	March 30, 2021
Dane Drasher	March 30, 2021
Kyle Pimental	March 30, 2021
Dennis Ciotti	March 30, 2021

On a roll call vote:

Aye

Nay

Mark Moeller

None

Noreen Biehl

Patricia Silberblatt

Miscellaneous:

Whittier Falls Newsletter was reviewed. The Commissioners Financial Responsibilities Report- 12/31/2017 was reviewed

Adjournment: Patricia Silberblatt moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:25. All agreed.

Chair

Date

Secretary

Date