

MINUTES

Regular Meeting
Dover Housing Authority
August 28, 2018, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 28, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner
Rachel Stansfield, Commissioner

Absent: Mark Moeller, Vice Chair

Also present were: Allan Krans, Executive 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 of July 31, 2018 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

Nay

None

Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve payroll checks numbered 0020739 through 0020794 and D0151300 through D0154500; Housing checks numbered 043268 through 043360; 1623 Settlement Checks numbered D000600 and 001235 thorough 001278; Section 8 checks numbered 041246 through 041385; and D004688 through D005357; Addison Place checks numbered 005828 through 005844; and Covered Bridge Manor checks numbered 004049 through 004067.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Reports

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

Report of Executive Director dated August 28, 2018. Allan Krans presented his report.

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

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – None this month
- Addison Place Budget Comparative – June 2018
- 1623 Settlement DLP Budget Comparative – June 2018
- NHHFA Master Budget – Whittier Falls Housing Renovations
- HA Executive Summary Update

Policy Reviews:

- Employee Safety Program-no changes
- Resident-owned Recreational Equipment Policy-no changes
- Security Deposit Policy-no changes
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On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

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. 2018-08-28-01

WHEREAS, Howard L. Gordon, Gordon|Griffin, LLC, has provided accounting services for the Dover Housing Authority for more than 37 years; and

WHEREAS, the Dover Housing Authority and Gordon|Griffin, LLC wish to extend the fee accounting services contract for an additional two years, in accordance with terms of the contract beginning July 1, 2011,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract between Dover Housing Authority and Gordon|Griffin, LLC for fee accounting services is hereby extended for two years from July 1, 2018 to July 1, 2020.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

None

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

RESOLUTION NO. 2018-08-28-02

WHEREAS, the Dover Housing Authority and Comcast seek to enter into two (2) contracts for services attached for cable television services for family, senior citizens and disabled residents.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to sign two (2) contract between the Dover Housing Authority and Comcast consisting of the Master Agreement for 274 apartments in AMPs 2 and 3 and the Service Agreement for the 184 apartments located of Whittier Street.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Adjournment: Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt at 1:02 p.m. All agreed.

Chair

Date

Secretary

Date