

MINUTES

Regular Meeting
Dover Housing Authority
September 25, 2018, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 25, 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

Absent: Mark Moeller, Vice Chair; Rachel Stansfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Maintenance Staff; Cathryn Conway-Dorr, Resident Relocation Coordinator

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of August 28, 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

Nay

Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve payroll checks numbered 0020795 through 0020869 and D0154600 through D0156200; Housing checks numbered 043361 through 043467; 1623 Settlement Checks numbered D000700 and 001279 thorough 001320; Section 8 checks numbered 041386 through 041509; and D005358 through D005443; Addison Place checks numbered 005845 through 005854; and Covered Bridge Manor checks numbered 004068 through 004078.

On a roll call vote to approve the manifests:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	

Reports

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

Report of Executive Director dated September 25, 2018. Allan Krans presented his report to the Commissioners.

There was no written report on Capital Improvements. Wendy Tenney, Finance

Director updated the Board on Capital Projects.

Cathryn Conway-Dorr presented her report to the Board on Relocation.

The Commissioners reviewed and discussed the 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 – June 2018
- Addison Place Budget Comparative – July 2018
- 1623 Settlement DLP Budget Comparative – July 2018
- NHHFA Master Budget – Whittier Falls Housing Renovations

Policy Reviews:

- Bannings and Trespass
- Community Service and Self –Sufficiency Policy
- Smoke Free Policy-changes recommended were reviewed

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

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. 2018-09-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,347.89 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-09-25-02

WHEREAS, the Smoke Free Policy has been HUD mandated for Public Housing and took effect July 30, 2018

WHEREAS the Admissions and Continued Occupancy Policy (ACOP) addresses Smoke Free regulations in Chapter 8, Exhibit 8-1,

WHEREAS residents of DHA managed properties are provided the same Smoke Free Policy and the policy is enforced in conjunction with the same regulations as DHA owned properties,

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority hereby approve the revised ACOP and Smoke Free Policy for all DHA owned and managed properties

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2018-09-25-03

WHEREAS, the Mayor and City Council recommend the appointment of Beth Fischer to fill a position on the Cochecho Waterfront Development Advisory Committee created by the resignation of Robbie Washburn, and the re-

appointment of existing members. 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:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2020
Kimberly Schuman	March 30, 2020
Sean Fitzgerald	March 30, 2020
Samia Touma	March 30, 2020
Peg Purcell	March 30, 2019
Jack Mettee, Chair	March 30, 2019
Dana Lynch, Vice Chair	March 30, 2019
Beth Fischer	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 to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

Miscellaneous: Whittier Falls Newsletter was reviewed. The Board discussed the 2018 CFP ACC Letter to HUD and ACC Amendment.

Timothy Granfield motioned and Noreen Biehl seconded to recess the regular meeting to go into the Nonpublic Session to discuss a personnel matter 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.

On a roll call vote:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

The regular meeting recessed at 1:17 pm.
The regular meeting resumed at 1:30 pm.

Timothy Granfield motioned and Noreen Biehl seconded to recess the regular meeting to go into the Nonpublic Session to discuss a personnel matter 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.

On a roll call vote:

Minutes
Dover Housing Authority
September 25, 2018
Page 8 of 8

Aye

Nay

Timothy Granfield

None

Noreen Biehl

Patricia Silberblatt

The regular meeting recessed at 1:31 pm.

The regular meeting resumed at 1:41 pm.

Adjournment: Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt at 1:42 p.m. All agreed.

Chair

Date

Secretary

Date