

MINUTES

Regular Meeting
Dover Housing Authority
October 30, 2018, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 30, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

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

Absent at roll call: Noreen Biehl, Commissioner; Mark Moeller, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Maintenance Staff

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of September 25, 2018, the Executive Session 1 and 2, September 25, 2018 were presented to the Board. Patricia Silberblatt moved to accept the minutes and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Patricia Silberblatt
Rachel Stansfield

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, and Rachel Stansfield seconded to approve payroll checks numbered 0020870 through 0020926 and D0156300 through D0161200; Housing checks numbered 043468 through 043565; 1623 Settlement Checks numbered D000800 and 001321 thorough 001387; Section 8 checks numbered 041510 through 041647; and D005444 through D007996; Addison Place checks numbered 005845 through 005872; and Covered Bridge Manor checks numbered 004079 through 004094.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Patricia Silberblatt
Rachel Stansfield

Nay

None

Mark Moeller arrived at 12:05 p.m.

Reports

Mark Moeller moved to accept the reports, seconded by Patricia Silberblatt.

Report of Executive Director dated October 30, 2018. Allan Krans presented his report to the Commissioners.

Mark Moeller left the meeting at 12:20 p.m.

The report of Capital Improvements was presented by Wendy Tenney.

The Commissioners reviewed and discussed the Relocation Manager's 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 – July 2018
- Addison Place Budget Comparative – August 2018
- 1623 Settlement DLP Budget Comparative – August 2018
- NHHFA Master Budget – Whittier Falls Housing Renovations
- TD Bank Account Balance Report 9/30/2018
- Edward Jones Portfolio 9/30/2018

Timothy Granfield waived the regular order of business to discuss the following items with Wendy Tenney and the Members:

- Commissioner Financial Responsibility Update – 9/30/2018
- Capital Fund Grant History
- PILOT History
- CBM Service Coordinator Report – September 2018

The Chair returned to the regular order of business.

Policy Reviews:

- Addiction Recovery Policy-no changes made

- Covered Bridge Manor Management Plan-no changes made

On a roll call vote to approve the reports:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Rachel Stansfield

None

Old Business: There was no old business discussed.

New Business:

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2018-10-30-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$21,332.18 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield	None
Patricia Silberblatt	
Rachel Stansfield	

Miscellaneous: The following was reviewed by the Board:
Whittier Falls Newsletter

Timothy Granfield motioned and Patricia Silberblatt 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:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Patricia Silberblatt	
Rachel Stansfield	

At 1:10 p.m. the Board recessed the regular meeting.
At 1:20 p.m. the Board reconvened the regular meeting. The Minutes of the Non-public Meeting were sealed.

Adjournment: At 1:21 p.m. Patricia Silberblatt moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date