

MINUTES

Regular Meeting
Dover Housing Authority
November 27, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 27, 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, at the time of roll call

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular and Non-public Meetings of October 30, 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	
Rachel Stansfield	

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve payroll checks numbered 0020927 through 0020982 and D0161300 through D0166700; Housing checks numbered 043566 through 043647; 1623 Settlement Checks numbered D000900 and 001388 thorough 001440; Section 8 checks numbered 041648 through 041785; and D007997 through D008334; Addison Place checks numbered 005873 through 005885; and Covered Bridge Manor checks numbered 004095 through 004107.

On a roll call vote to approve the manifests:

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

Reports

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

Report of Executive Director dated November 27, 2018. Allan Krans presented his report.

Mark Moeller arrived at 12:20 p.m.

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 – August 2018
- Addison Place Budget Comparative – September 2018
- 1623 Settlement DLP Budget Comparative –September 2018
- NHHFA Master Budget – Whittier Falls Housing Renovations

Policy Reviews:

- Commissioner Travel and Expense Policy and Procedure
- Admissions and Continued Occupancy Policy Revisions

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

Nay

None

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. 2018-11-27-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,321.10 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 an FSS program participant to help achieve their FSS goals.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

None

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

RESOLUTION NO. 2018-11-27-02

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 2019 Commissioners' Conference, January 6-9, 2019 at the Hyatt Regency Miami Hotel in Miami, FL.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

None

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

RESOLUTION NO 2018-11-27-03

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of **\$5,426.83**, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

None

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2018-11-27-04

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revisions to the **Admissions and Continued Occupancy Policy (ACOP)** as attached,

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

None

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO 2018-11-27-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority as follows:

WHEREAS: The United States Department of Housing and Urban Development (HUD) issued a Request for Letters of Interest and Applications under the Moving to Work (MTW) Demonstration Program for Fiscal Year 2019—Cohort \$1—Overall Impact of Moving to Work Flexibility.

WHEREAS: Moving to Work (MTW) allows housing authorities to design and test innovative, locally designed housing and self-sufficiency strategies for low-income families by permitting more flexible use of assistance received under Section 8 and 9 of the United States Housing Act of 1937 and certain exemptions from existing public housing and Housing Choice Voucher (HCV) program rules, as approved by HUD.

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, authorize the Executive Director to submit a letter of interest to the United States Department of Housing and Urban Development affirming

the desire of the Dover Housing Authority to obtain MTW designation under the first cohort of the MTW expansion. It is the intention of the Dover Housing Authority to comply with the MTW objectives and statutory requirements and the Operations Notice.

The members discussed and then tabled the resolution to be revisited next month.

Miscellaneous: The Commissioners discussed the date of the next regular meeting. It was decided since the regular meeting date would be moved up to December 18 at 12:00 p.m. at 62 Whittier Street.

Wendy Tenney informed the Board the Annual Holiday Party will be December 18, 5:00 p.m. at Roger's in Dover. All staff and Board Members were invited, and invited to bring a guest.

The Whittier Falls Newsletter was reviewed.

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.

Furthermore, the Board would discuss a matter within compliance of RSA 91-A:3, II(d) Consideration of the acquisition, sale or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

On a roll call vote to enter the Nonpublic Session:

Aye

Nay

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield
Mark Moeller

None

At 1:15 p.m. the Board recessed the regular meeting

At 1:47 p.m. the Board reconvened the regular meeting. The Minutes to the Non-public Meeting were not sealed.

Adjournment: At 1:48 p.m. Patricia Silberblatt moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date