

MINUTES

Regular Meeting
Dover Housing Authority
February 26, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 26 at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Mark Moeller called the meeting to order.

Roll Call

Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner
Noreen Biehl, Commissioner
Rachel Stansfield, Commissioner

Absent: Timothy Granfield, Chair

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of January 22, 2019, and Special Meeting February 19, 2019 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
Patricia Silberblatt
Noreen Biehl
Rachael Stansfield

None

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Rachel Stansfield seconded to approve the manifests for: Payroll, Housing, 1623 Settlement, Section 8, Addison Place, and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Reports

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

Report of Executive Director dated February 26, 2019. Allan Krans presented his report to the Commissioners.

Eric Sanderson updated the Board on Capital Improvements.

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:

- Addison Place Budget Comparative – 12/2018
- 1623 SDLP Budget Comparative – 12/2018
- NHHFA Master Budget – Whittier Falls Housing Renovations
- Seymour Osman Community Center Financial Statements Fiscal Year End 6/30/2018

Policy Reviews: The following policies were reviewed. There were no changes.

Capitalization Policy
Disposition Policy
Internal Controls Policy
Check Signing Policy

On a roll call vote to approve the reports:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO. 2019-02-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,165.00 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

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

RESOLUTION NO. 2019-02-26-02

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 21st Annual New England Resident Service Coordinators, Inc. conference in North Falmouth, MA, May 1-3, 2019.

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

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

RESOLUTION NO 2019-02-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members and Commissioners are hereby authorized to attend the MAPHD Housing Conference 2019, May 6-8, 2019 at the Meadowmere, Ogunquit, ME.

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

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

RESOLUTION NO. 2019-02-26-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that Stacey Kearns, along with select Seymour Osman Community Center staff, are hereby authorized to attend the National Afterschool Association Annual Convention on March 15-18, 2019 in New York City, NY.

BE IT FURTHER RESOLVED, the Department of Education has funded attendance to this convention through the 21st Century program grant, and that all expenses in connection with the convention are hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

None

RESOLUTION NO. 2019-02-26-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$2,120.89** from TD Bank Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill contract obligations under the FSS Program, and will be transferred to the Public Housing Operating account.

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

RESOLUTION NO. 2019-02-26-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$1,785.26** from TD Bank Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill contract obligations under the FSS Program, and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

RESOLUTION NO 2019-02-26-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Allan Krans, Kathy Noel, Adam Krans, and Roxanne Osgood are hereby authorized to attend the Spectrum C3P Tax Credit Certification Course in Portland, ME, on May 7-8, 2019.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance to the training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Noreen Biehl

Rachel Stansfield

RESOLUTION NO. 2019-02-26-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Original Annual Statement for Capital Fund Program Grant No. NH01P00350118, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Miscellaneous: The Whittier Falls Newsletter was reviewed.

Adjournment: At 1:15 p.m. Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date