

MINUTES

Regular Meeting
Dover Housing Authority
January 22, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 22, 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
Noreen Biehl, Commissioner

Absent at roll call: Rachel Stansfield, Commissioner; Mark Moeller, Vice 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; Howard Gordon, DHA Accountant

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of December 18, 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
Patricia Silberblatt	
Noreen Biehl	
Rachael Stansfield	

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt 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:

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

Reports

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

Mark Moeller arrived at the meeting at 12:10.

Report of Executive Director dated January 22, 2019. Allan Krans presented his report to the Commissioners.

Mark Moeller left the meeting at 12:20 p.m. Rachael Stansfield left the meeting at 12:30 p.m.

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:

- DHA Budget Comparative – November 2018
- DHA Financial Statements – 6/30/2018
- 1623 Settlement Dover LP Financial Statements – 10/31/2018
- TD Bank Account Balance Report 12/31/2018
- Edward Jones Portfolio – 12/31/2018
- NHHFA Master Budget – Whittier Falls Housing Renovations

Howard Gordon discussed the financial reports and audit with the Board.

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

Code of Ethics
Risk Control Policy

On a roll call vote to approve the reports:

Aye

Nay

Timothy Granfield

None

Patricia Silberblatt
Noreen Biehl

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. 2019-01-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,120.00 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

Nay

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

None

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

RESOLUTION NO. 2019-01-22-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Nan McKay Hearing Officer Workshop, hosted by New Hampshire Housing Authorities Corp (NHHAC) on April 24, 2019 in Manchester, NH.

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2019-01-22-03

WHEREAS, the Mayor and City Council recommend to re-appointment of existing members, expiring March 30, 2019, for another 3-year term to expire March 30, 2022. 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:

Matthew Cox
Kimberly Schuman
Sean Fitzgerald
Samia Touma

Term Expiring
March 30, 2020
March 30, 2020
March 30, 2020
March 30, 2020

Peg Purcell	March 30, 2022
Jack Mettee, Chair	March 30, 2022
Dana Lynch, Vice Chair	March 30, 2022
Beth Fischer	March 30, 2022
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

Nay

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

None

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

RESOLUTION NO. 2019-01-22-04

WHEREAS, the Dover Housing Authority proposes to develop affordable rental housing on Avon Ave.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to make a reasonable offer for the parcel of land and building located at 4-6 Avon Ave., Dover NH, not to exceed the assessed value of the property and to sign all documents to acquire ownership

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The following was reviewed by the Board: Asbestos Removal, Whittier Falls Newsletter, and the Commissioner Financial Responsibility Update 12/31/2018

Adjournment: At 1:20 p.m. Patricia Silberblatt moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date