MINUTES

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

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

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Rachel Stansfield, Commissioner

Absent at time of Roll Call: Patricia Silberblatt, Commissioner; Noreen Biehl, Commissioner

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 February 26, 2019, were presented to the Board. Mark Moeller moved to accept the minutes and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye **Nay**

Timothy Granfield	None
Mark Moeller	
Rachael Stansfield	

Manifests and Correspondence

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

Noreen Biehl arrived at 12:05 p.m.

On a roll call vote to approve the manifests:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachael Stansfield	

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	Nay
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

The regular meeting recessed at 12:10 p.m.
The regular meeting resumed at 12:15 p.m.

Timothy Granfield waved the normal order of business to address the New Business on the Agenda.

New Business:

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

RESOLUTION NO. 2019-03-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Primex Risk Management Summit being held at the Mount Washington Resort, Bretton Woods, NH on May 15-16, 2019.

BE IT FURTHER RESOLVED, all expenses in connection with attendance at

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this conference are hereby approved.

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2019-03-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2019 North East Regional Association of Housing Maintenance Supervisors (NERAHMS) Annual Trade Show & Conference on September 24-26, 2019, at Meadowmere Resort, Ogunquit, ME.

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

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

Rachel Stansfield

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

RESOLUTION NO 2019-03-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Spectrum Fair Housing Course in Portland, ME, on May 6, 2019.

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

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2019-03-26-04

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2019;

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2019-03-26-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of $5,360.09 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 will be distributed to FSS program participants who have 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
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

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

RESOLUTION NO 2019-03-26-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350116 are hereby approved.

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Rachel Stansfield	

Timothy Granfield resumed the normal order of business.

Reports

Mark Moeller moved to accept the reports, seconded by Noreen Biehl.

Report of Executive Director dated March 26, 2019. Allan Krans presented his report to the Commissioners. Water testing was discussed.

Eric Sanderson and John Maloney updated the Board on Capital Improvements.

Timothy Granfield left the meeting at 1:45 p.m. and Mark Moeller presided over the remaining of the meeting.

The Commissioners reviewed and discussed the <u>Housing Statistics Report, Reports of the FSS Coordinator, and the Resident Services Coordinator</u>.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 01/2019
- Addison Place Budget Comparative – 01/2019
- 1623 SDLP Budget Comparative – 01/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations

<u>Policy Reviews</u>: The following policies were reviewed. There were no changes.

Change Fund Policy
Investment Policy
Rent Collection

On a roll call vote to approve the reports:

<u>Aye</u>	**<u>Nay</u>**
Mark Moeller	None
Patricia Silberblatt	
Noreen Biehl	
Rachel Stansfield	

<u>Miscellaneous:</u> The following were reviewed by the Board: Whittier Falls Newsletter, and the CBM Service Coordinator Report

Adjournment: At 1:50 p.m. Patricia Silberblatt moved to adjourn, seconded by Noreen Biehl. All agreed.

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Chair Date

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Secretary Date