

MINUTES

Regular Meeting
Dover Housing Authority
April 23, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 23 at 12:00 p.m. at 62 Whittier Street, Dover, NH. Vice Chair, Mark Moeller called the meeting to order.

Roll Call

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

Absent: Timothy Granfield, Chair; Rachel Stansfield, 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 and the Non-public Session of March 26, 2019 were presented to the Board. Patricia Silberblatt moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Nay

Mark Moeller	None
Patricia Silberblatt	
Noreen Biehl	

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>
Mark Moeller	None
Patricia Silberblatt	
Noreen Biehl	

Reports

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

Report of Executive Director dated April 23, 2019. Allan Krans presented his report to the Commissioners.

Eric Sanderson and John Maloney 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.

Allan Krans informed the Board the new DHA Liaison Officer is expected to start in June.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 2/28/2019
- Addison Place Budget Comparative – 2/28/2019
- 1623 SDLP Budget Comparative – 2/28/2019
- Statement of Cash Flow Report – 2/28/2019
- TD Bank Account Balance Report – 3/31/2019
- Edward Jones Portfolio – 3/31/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations
- Covered Bridge Manor FYE 12/31/2018 Financial Statements

The Procurement Policy was reviewed. No changes were recommended.

On a roll call vote to approve the reports:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO. 2019-04-23-01

WHEREAS, the Mayor and City Council recommend the appointment of Otis Perry to fill out the term of Peg Purcell on the Cochecho Waterfront Development Advisory Committee. All other voting positions remain the same. 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:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2020
Kimberly Schuman	March 30, 2020
Sean Fitzgerald	March 30, 2020
Samia Touma	March 30, 2020
Norm Fracassa	March 30, 2021
Dane Drasher	March 30, 2021
Kyle Pimental	March 30, 2021
Dennis Ciotti	March 30, 2021
Otis Perry	March 30, 2022
Jack Mettee	March 30, 2022
Dana Lynch	March 30, 2022
Beth Fischer	March 30, 2022

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO 2019-04-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,609.98 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote to approve the resolution:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Noreen Biehl

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

RESOLUTION NO 2019-04-23-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,732.07 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 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

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2019-04-23-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$4,407.00 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 FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the resolution:

Aye

Mark Moeller

Nay

None

Patricia Silberblatt
Noreen Biehl

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

RESOLUTION NO. 2019-04-23-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2019-2023, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Mark Moeller
Patricia Silberblatt
Noreen Biehl

None

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

RESOLUTION NO. 2019-04-23-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Granite State Managers Association Blended Occupancy Management Training being held on June 25-27, 2019 in Portsmouth, NH.

BE IT FURTHER RESOLVED, that all expenses related to this training are

hereby approved.

On a roll call vote to approve the resolution:

Aye

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The Whittier Falls Newsletter and the Commissioners Report Card were reviewed.

Adjournment: At 1:18 p.m. Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date