

MINUTES

Regular Meeting
Dover Housing Authority
May 28, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 28, 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
Rachel Stansfield, Commissioner

Absent: Mark Moeller, Vice Chair

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting and Nonpublic Session of April 23, 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

Timothy Granfield	None
Patricia Silberblatt	
Noreen Biehl	
Rachel 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	
Rachel Stansfield	

Reports

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

Report of Executive Director dated May 28, 2019. Allan Krans presented his report to the Commissioners.

Noreen Biehl 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.

On a roll call vote:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

The regular meeting recessed at 12:30 p.m.

The regular meeting resumed at 12:46 p.m.

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.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 3/31/2019
- Addison Place Budget Comparative – 3/31/2019

- 1623 SDLP Budget Comparative – 3/31/2019
- Statement of Cash Flow Report – 3/31/2019
- FYB 7/1/2019 Operating Budget - DRAFT
- NHHFA Master Budget – Whittier Falls Housing Renovations

The Commissioners Travel was reviewed. No changes were recommended.

On a roll call vote to approve the manifests:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO. 2019-05-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,279.74 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

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Rachel Stansfield moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO 2019-05-28-02

WHEREAS, the 21st Century Grant requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a contract, on behalf of Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal year end June 30, 2020 funding, and is further authorized to execute any documents which may, in his judgment, be desirable or necessary to effect the purpose of this vote.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield	None
Patricia Silberblatt	
Noreen Biehl	
Rachel Stansfield	

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

RESOLUTION NO 2019-05-28-03

WHEREAS, the 21st Century Grant requires a signed contract between the Dover Housing Authority, Fiscal Agent for Seymour Osman Community Center, and the State of New Hampshire Department of Education,

NOW, THEREFORE, BE IT RESOLVED, that Allan B. Krans, Executive Director, is duly authorized to enter a four year contract, on behalf of Dover Housing Authority, with the State of New Hampshire Department of Education for fiscal years ending June 30, 2020 thru 2023 funding, and is further authorized to execute any documents which may, in his judgment, be desirable or necessary to effect the purpose of this vote.

On a roll call vote to approve the resolution:

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

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

RESOLUTION NO. 2019-05-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2019 MRI (Tenmast) Users Conference, being held in Anaheim, CA, October 13-16, 2019.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

None

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

RESOLUTION NO. 2019-05-28-05

WHEREAS, the attached is a list of previous voucher holders of the Dover Housing Authority Housing Choice Voucher Program (HCV); and

WHEREAS, each of these persons entered into a fraud repayment agreement with the Dover Housing Authority; and

WHEREAS, due to the fact these persons are no longer in the HCV program with the Dover Housing Authority and are impossible to locate or have deceased.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of \$7,063.50 is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

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

Chair

Date

Secretary

Date