

MINUTES

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

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

Roll Call

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

Also present were: Allan Krans, Executive Director; Wendy Tenney, Financial Director; Eric Sanderson, Maintenance Staff; John Maloney, Capital Improvements Coordinator, Cathleen Gallagher, Housing Choice Voucher (HCV) Officer

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of June 25, 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
Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

None

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.

On a roll call vote to approve the manifests:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

None

Reports

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

Allan Krans introduced Cathleen Gallagher to the Commissioners. Ms. Gallagher talked to the Board about her new position as the HCV Officer.

Report of Executive Director dated July 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.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 5/31/2019
- Addison Place Budget Comparative – 5/31/2019
- 1623 SDLP Budget Comparative – 5/31/2019
- Statement of Cash Flow Report – 5/31/2019
- TD Bank Account Balance Report – 6/30/2019
- Edward Jones Investment Portfolio – 6/30/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations

The Pet Policy in Elderly Housing and Wading Pool Policy were reviewed. No changes were recommended.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO. 2019-07-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Critical Policies for Every LIHTC Property Seminar being held on August 1, 2019 in West Lebanon, 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

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2019-07-23-02

WHEREAS, the Dover Housing Authority requested proposals for auditing services for fiscal years ending June 30, 2019, 2020 and 2021; and

WHEREAS, 3 proposals were received by the deadline of July 9, 2019; and

WHEREAS, based on the rating system used to score the proposals, the Executive Director recommends accepting the proposal from Marcum LLP, which is a firm qualified to audit housing authority financial statements in accordance with Generally Accepted Accounting Principles,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to award the contract for audit services for fiscal years ending 06/30/2019, 06/30/2020 and 06/30/2021 to Marcum LLP, Boston, MA in the amount of \$22,000 for the first year, \$22,000 for the second year, and \$22,000 for the third year.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

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

Adjournment: At 12:50 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date

DRAFT