

MINUTES

Regular Meeting
Dover Housing Authority
September 24, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 24 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
Patricia Silberblatt, Commissioner
Noreen Biehl, Commissioner

Absent: Rachel Stansfield

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Maintenance Staff; John Maloney, Capital Improvements Coordinator; Officer Juel Cooper, DHA Police Liaison

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of August 27, 2019 were presented to the Board. Mark Moeller moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

Reports

Mark Moeller moved to accept the reports, seconded by Patricia Silberblatt.

Report of Executive Director dated September 24, 2019. Allan Krans presented his report to the Commissioners.

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

Officer Juel Cooper presented her report to the Board and discussed recent service calls and events attended.

The Commissioners reviewed and discussed the Housing Statistics, the FSS

Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 7/31/2019
- Addison Place Budget Comparative – 7/31/2019
- 1623 SDLP Budget Comparative – 7/31/2019
- Statement of Cash Flow Report – 7/31/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations

The policies of Rent Collection and Capitalization were reviewed.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

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. 2019-09-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of

the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$395.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

None

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

RESOLUTION NO 2019-09-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$4,225.50 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Patricia Silberblatt
Noreen Biehl

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

RESOLUTION NO. 2019-09-24-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the *Development Agreement* as approved by the Cochecho Waterfront Development Advisory Committee (CWDAC) is hereby approved and the Executive Director is hereby authorized to sign said agreement on behalf of the Dover Housing Authority.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The Whittier Falls Newsletter, the Covered Bridge Manor Service Coordinator Report, and correspondence from a resident were reviewed and discussed.

Wendy Tenney discussed with the Board changing the next Board Meeting date and time due to staff absences. The next meeting will be scheduled for October 29 at 11 a.m.

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
Mark Moeller
Noreen Biehl
Patricia Silberblatt

None

The regular meeting recessed at 12:55 p.m.

The regular meeting resumed at 1:16 p.m.

Adjournment: At 1:17 p.m. Patricia Silberblatt moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date