

MINUTES

Regular Meeting
Dover Housing Authority
October 29, 2019 11:00 a.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 29 at 11:00 a.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Patricia Silberblatt, Commissioner
Rachel Stansfield, Commissioner

Absent: 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; Mike Casey

Absent at time of Roll Call: Mark Moeller, Vice Chair; Noreen Biehl, Commissioner

Public Comment: No public comment.

Minutes

The Minutes of the Regular Meeting of September 24, 2019 were presented to the Board. Rachel Stansfield moved to accept the minutes and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Rachel Silberblatt

None

Mark Moeller arrived at 11:10 a.m.

Manifests and Correspondence

The check manifests were presented. Rachel Stansfield 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:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield

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.

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 – 8/31/2019
- Addison Place Budget Comparative – 8/31/2019
- 1623 SDLP Budget Comparative – 8/31/2019
- Statement of Cash Flow Report – 8/31/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations
- TD Bank Account Balance Report 9/30/2019
- Edward Jones Portfolio 9/30/2019

The policies of Banning and Trespass Policy, Change Fund Policy, Internal Controls Policy were reviewed.

On a roll call vote to approve the reports:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Patricia Silberblatt

Rachel Stansfield

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 2019-10-29-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,277.77 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
Patricia Silberblatt
Rachel Stansfield

None

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

RESOLUTION NO. 2019-10-29-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,400.00 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

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield

Nay

None

Miscellaneous: The following were presented:

Whittier Falls Newsletter
Commissioners Report Card
Weatherization Flyer

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
Patricia Silberblatt
Rachel Stansfield

None

The regular meeting recessed at 11:50 a.m.

The regular meeting resumed at 12:06 p.m.

Adjournment: At 12:07 p.m. Patricia Silberblatt moved to adjourn, seconded by Mark Moeller. All agreed.

Chair

Date

Secretary

Date