

MINUTES

Regular Meeting
Dover Housing Authority
December 20, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, December 20, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Rachel Stansfield, Commissioner
Noreen Biehl, Commissioner

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

Absent at time of roll call: Mark Moeller, Vice Chair; Patricia Silberblatt, Commissioner

Public Comment: There were no members of the public present.

Minutes

The Minutes were presented to the Board. Noreen Biehl moved to accept the Minutes and Rachel Stansfield seconded.

Regular Meeting Minutes of November 26, 2019

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Rachel Stansfield
Noreen Biehl

None

Manifests and Correspondence

The check manifests were presented. Noreen Biehl 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
Rachel Stansfield
Noreen Biehl

None

Mark Moeller arrived at 12:10 p.m.

Reports

Mark Moeller moved to bring the reports to the table, seconded by Rachel Stansfield.

Report of Executive Director dated December 20, 2019. Allan Krans presented his report to the Commissioners.

Eric Sanderson updated the Board on Capital Improvements.

The Commissioners reviewed and discussed the DHA Liaison's Report, 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 – 10/31/2019
- Addison Place Budget Comparative – 10/31/2019
- 1623 SDLP Budget Comparative – 10/31/2019
- CBM Budget Comparative – 10/31/2019
- Statement of Cash Flow Report – 10/31/2019
- Statement of Cash Flow Report – 10/31/2019

(a) Policy Reviews

Political Use of DHA Property Policy

Disposition Policy

Addiction Recovery and Drug Elimination Policy

No changes were recommended.

Noreen Biehl left the meeting at 12:30 p.m.

On a roll call vote to approve the reports:

Aye

Timothy Granfield

Mark Moeller

Nay

None

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 Rachel Stansfield:

RESOLUTION NO 2019-12-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$13,026.85 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 FSS program participants who have successfully completed all requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2019-12-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$10,373.09** 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 have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Rachel Stansfield

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

RESOLUTION NO. 2019-12-20-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Commissioners, and Staff are hereby authorized to attend the New England Regional Council of NAHRO 2020 Mid-Winter Conference & Exhibition on February 2-5, 2020, at the Mohegan Sun Convention Center in Uncasville, CT.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance to this conference are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO 2019-12-20-04

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, efforts have been made to collect the unpaid balance; and

WHEREAS, some accounts are several years old and tenants are impossible to locate;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of **\$1,339.49**, is hereby approved.
for expenses.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2019-12-20-05

WHEREAS, the Cochecho Waterfront Development Advisory Committee (CWDAC) Land Disposition and Development Agreement, Section 5.03a states the Developer, CPI Management, LLC, shall file a Site Plan Application with the Dover Planning Board by December 31, 2019; and

WHEREAS, the Developer is working through certain design changes with CWDAC; and

WHEREAS, the Developer has provided a letter to CWDAC, per Section 10.09, to request an amendment; and

WHEREAS, the amendment is a request for an extension of the deadline to January 31, 2020; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the Executive Director has full authority to sign an approval for the extension on behalf of the Dover Housing Authority

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield

Nay

None

Miscellaneous: The following were presented:

Whittier Falls Newsletter
CBM Service Coordinator Report – December 2019

Adjournment: At 12:40 p.m. Mark Moeller moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date