MINUTES

Regular Meeting
Dover Housing Authority
March 3, 2020 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 3, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order.

Roll Call

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

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

Absent at the time of Roll Call: Mark Moeller, Vice Chair

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

Minutes

The Regular and Non-Public Meeting Minutes of January 28, 2020 were presented to the Board. An error was noted on the non-public minutes. Attendance should have listed Mark Moeller was present and Noreen Biehl was not. The correction will be made for the final draft. Noreen Biehl moved to accept the Minutes and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
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:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	

Reports

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

Report of Executive Director dated March 2, 2020. Allan Krans presented his report to the Commissioners.

Mark Moeller arrived at 1:10 p.m. during the Executive Director report.

Eric Sanderson updated the Board on Capital Improvements. Officer Juel Cooper presented the DHA Liaison's Report. The Commissioners reviewed and discussed the Housing Statistics, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

Wendy Tenney spoke with the Board about the date for the next meeting. The next meeting, was decided to be March 24 at 12 p.m.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 12/31/2019
- Addison Place Budget Comparative – 12/31/2019
- 1623 SDLP Budget Comparative – 12/31/2019
- Statement of Cash Flow Report – 12/31/2019
- CBM Budget Comparative – 12/31/2019
- SOCC Financial Statements – 6/30/2019

Policy Reviews

De-concentration Policy
Vehicle Use Policy
Personnel Policy-Changes recommended

On a roll call vote to approve the reports:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

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 2020-03-03-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of $23,414.48 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 an FSS program participant who has successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

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

RESOLUTION NO 2020-03-03-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Commissioners are hereby authorized to attend the 2020 Tri-State Conference, May 17-19, 2020 at the Eagle Mountain House & Golf Club in Jackson, NH.

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

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

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

RESOLUTION NO 2020-03-03-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Spectrum C3P Tax Credit Certification Seminar in Boston, MA on September 9-10, 2020.

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

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

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

RESOLUTION NO. 2020-03-03-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Personnel Policy** is hereby approved.

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

Mark Moeller moved to bring the following resolution to the table, seconded by Patricia Silberblatt: (next page)

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

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

RESOLUTION NO. 2020-03-03-06

WHEREAS, the Mayor and City Council recommend the appointment of Peg Purcell, Jack Mettee, Dana Lynch and Beth Fischer to fill positions on the Cochecho Waterfront Development Advisory Committee. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.
The voting membership of the Cochecho Waterfront Development Advisory Committee shall be:

	Term Expiring
Matthew Cox	March 30, 2020
Kimberly Schuman	March 30, 2020
Sean Fitzgerald	March 30, 2020
Samia Touma	March 30, 2020
Norm Fracassa	March 30, 2021
Dane Drasher	March 30, 2021
Kyle Pimental	March 30, 2021
Dennis Ciotti	March 30, 2021

Peg Purcell	March 30, 2022
Jack Mettee	March 30, 2022
Dana Lynch	March 30, 2022
Beth Fischer	March 30, 2022

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	
Mark Moeller	

Miscellaneous: The following were reviewed:

Whittier Falls Newsletter
CBM Service Coordinator Report – March 2020

Adjournment: At 1:10 p.m. Mark Moeller moved to adjourn, seconded by Rachel Stansfield. All agreed.

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Chair Date

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Secretary Date