

MINUTES

Regular Meeting
Dover Housing Authority
August 28, 2020

On August 28, 9:00 a.m. Timothy Granfield, Chair, made the following statement:

“I find that there is an “emergency” within the meaning of RSA 91-A:2, III(b) because of the ongoing COVID-19 pandemic, which has led to various restrictions by state authorities and additional recommended limitations on being in public for symptomatic or high-risk individuals, or gathering in large numbers, all of which have resulted in an inability or inadvisability, or both, of a quorum being physically present for this meeting. It is imperative the Board of Commissioners of the Dover Housing Authority hold regular meetings. Furthermore, there is no anticipated or foreseeable end date for the current restrictions and recommended limitations.”

Four (4) board members are participating in the Regular Board Meeting, Mark Moeller and Noreen Biehl both qualify for vulnerable status regarding Covid 19 due to age and appear by telephone. Timothy Granfield and Rachel Stansfield also appear by telephone. A quorum is achieved by the participation by telephone by four board members.

The Regular meeting was called to order at 9:00 a.m.

Roll Call

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

Also present by telephone were: Allan Krans, Executive Director; Wendy Tenney,

***Minutes
Dover Housing Authority
August 28, 2020
Page 2 of 8***

Finance Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Capital Improvements Coordinator

Absent: Patricia Silberblatt

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

Minutes

Noreen Biehl moved to accept the Minutes of July 28, 2020 and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Manifests and Correspondence

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

None

Reports

Mark Moeller moved to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director dated August 25, 2020. Allan Krans presented his report to the Commissioners.

The Commissioners reviewed and discussed the Capital Improvements Report, The DHA Liaison Officer Report, Housing Statistics, the Senior Supportive Services Report, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 6/30/2020
- Addison Place Budget Comparative – 6/30/2020
- 1623 SDLP Budget Comparative – 6/30/2020
- Statement of Cash Flow Report – 6/30/2020

Policy Reviews

No Policy review this month.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
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 Noreen Biehl:

RESOLUTION NO. 2020-08-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the HUD Waiting List and Tenant Selection Plan Training webinar being held on September 1, 2020.

BE IT FURTHER RESOLVED, all expenses related to this training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2020-08-28-02

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the **St. John's Steeple Repairs at 18 Chapel Street, (Contract #2018-02-21-001)** under the Capital Fund Program; and

WHEREAS, DHA entered into a contract with American Steeple & Tower Co. to repair St. John's Steeple as per the original scope of work and change orders #1 thru #9; and

WHEREAS, American Steeple has since determined repairs to complete the Steeple are significantly more extensive than the original scope of work; and

WHEREAS, American Steeple has submitted a proposed change order detailing the extensive repairs totaling an additional \$153,549, and the Executive Director and Capital Improvements Coordinator have discussed the proposed repairs with American Steeple; and

WHEREAS, American Steeple has erected scaffolding around the building and begun repairs, its deemed practical American Steeple complete the job with all proposed repairs,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, Change Order #10 for additional repairs to St. John's Steeple in the amount of \$153,549 is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO 2020-08-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to have the sum of \$1,835.72 transferred from TD Bank Account No. 7764010119, Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account, to TD Bank Account No. 3500247701, Housing Choice Voucher Operating 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

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

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

Noreen Biehl:

RESOLUTION NO 2020-08-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive is authorized to have the sum of \$477.07 transferred from TD Bank Account No. 7764010086, Public Housing Family Self-Sufficiency (FSS) Escrow Account, to TD Bank Account No. 3500253201, COCC Operating Account.

BE IT FURTHER RESOLVED, the funds withdrawn will be distributed to an FSS program participant who has successfully completed all the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2020-08-28-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Original Annual Statement for Capital Fund Program Grant No. NH01P00350120, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Miscellaneous:

Whittier Falls Newsletter was reviewed.

Adjournment: At 9:27 a.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date