

MINUTES

Regular Meeting-DRAFT
Dover Housing Authority
October 20, 2015
12:00 p.m.

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

Roll Call

Timothy Granfield, Chairman
Mark Moeller, Vice Chair
Barbara Caron, Commissioner
Patricia Silberblatt, Commissioner

Others present: John Maloney, Myra Maurice.

Absent: Kevin Irwin, Commissioner.

Public Comment

No members of the public attended the meeting.

Minutes

The Minutes of the Regular and Subcommittee Meetings of August 21, 2015 were presented. There was a motion and a second to accept the Minutes.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 019112 through 019158 and D0000074 through D0000102; housing checks numbered 039428 through 039548; Section 8 HCV checks numbered 037231 through 037239 and D000332 through D000422; Addison Place checks numbered 004998 through 005031; and Covered Bridge Manor checks numbered 003423- through 003440.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

None

Reports

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

Report of Executive Director dated October 20, 2015. Allan Krans presented on the “Right-to-Know” Law. The Executive Director also presented on the process of Strategic Planning. Recommendations of potential facilitators were presented with costs results from recent solicitations by the Portsmouth and Laconia Housing Authorities occurred. A discussion of the installations of washers and dryers in AMP 1 basements occurred.

John Maloney, the Capital Improvements Coordinator, provided an oral update on Capital Improvements.

Myra Maurice presented to the Board on her activities as the Public Housing Manager and her focus on elderly/disabled residents.

Officer Feliciano provided oral comments on his monthly report.

All other reports of staff persons were reviewed.

On a roll call vote to approve reports as presented:

Aye

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

Nay

None

There was a motion and a second for the resolution as follows:

RESOLUTION NO. 2015-10-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the Granite State Managers Annual Conference being held on October 19-20, 2015 at the Mountain View Grand Resort in Whitefield, NH.

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

The resolution was discussed.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

None

There was a motion and a second for the resolution as follows:

RESOLUTION NO. 2015-10-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,104.55 from TD Bank Account No. 9030709046, 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.

The resolution was discussed.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

Nay

None

There was a motion and a second for the resolution as follows:

RESOLUTION NO. 2015-10-20-03

WHEREAS, the Dover Housing Authority seeks to increase the ability of family residents in AMP 1 to gain access to washers and dryers; and

WHEREAS, households in AMP 1 are not currently permitted the installation or use of dryers in the apartment units; and

WHEREAS, access to dryers in addition to existing clothes lines will positively affect the lives of residents;

THEREFORE, IT IS RESOLVED: Residents will be offered access to washers and dryers to be installed and owned by the Dover Housing Authority, as well as a

designated storage area, in the basement areas of AMP 1 buildings pursuant to the attached License Amendment.

The resolution was discussed.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

Nay

None

There was a motion and a second for the resolution as follows:

RESOLUTION NO. 2015-10-20-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Section 8 Housing Choice Voucher Policy* is hereby approved.

The revisions were discussed.

On a roll call vote:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Barbara Caron
Patricia Silberblatt

There was a motion and a second for the resolution as follows:

RESOLUTION NO. 2015-10-20-05

WHEREAS, quotes were solicited in accordance with the Dover Housing Authority Procurement Policy for the Insulation of the Basement at St. John's; and

WHEREAS, 3 quotes were received; and

WHEREAS, Dr. Energy Saver by D.F. Richard, Dover, NH, was recommended by the Capital Fund Manager; and

WHEREAS, Dr. Energy Saver by D.F. Richard, Dover, NH is not excluded from participation in Federal programs under the System for Award Management (SAM); and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the Capital Fund Manager and he determined the price of \$9,014 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Insulation of the Basement at St. John's be awarded to Dr. Energy Saver by D.F. Richard, Dover, NH in the amount of \$9,014.

The resolution was discussed.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

None

A motion was made pursuant to RSA 91-A:3 to discuss personnel matters including hiring, firing and discipline. A roll call vote was taken and each commissioner voted in the affirmative at 1:15 p.m.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Barbara Caron
Patricia Silberblatt

None

The Board reentered the public meeting and 1:29 p.m. and a motion and a second occurred to adjourn was approved unanimously at 1:30.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Barbara Caron
Patricia Silberblatt

Chair

Date

Secretary

Date