

MINUTES

Regular Meeting
Dover Housing Authority
September 15, 2015
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 15, 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

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; John Maloney, Capital Improvements Coordinator; Officer Jason Feliciano, DHA Liaison Officer

Absent at time of Roll Call: Patricia Silberblatt, 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. Mark Moeller moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Barbara Caron

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 019075 through 019111 and D0000017 through D0000049; housing checks numbered 039307 through 039427; Section 8 HCV checks numbered 037120 through 037230 and D000247 through D000331; Addison Place checks numbered 004977 through 004997; and Covered Bridge Manor checks numbered 003407 through 003422.

The Board briefly discussed the Manifests.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Barbara Caron

Reports

Mark Moeller moved to accept the reports, seconded by Barbara Caron.

Report of Executive Director dated September 15, 2015. Allan Krans presented his report and informed the Board RAD has been approved for AMP 1 and the Housing Authority can discuss how to proceed. The Executive Director briefly discussed with the Board that as a Public Body, the Housing Authority is subject to the "Right-to-Know" Laws.

Patricia Silberblatt arrived at 12:10.

The Board reviewed the Capital Improvements Coordinator's Report. John Maloney was present to answer questions.

The Report of DHA Liaison Officer, Report of Housing Statistics Report September 2015, Senior Supportive Services and the Report of the FSS Coordinator Program for September 2015 were presented.

Financial Reports: Wendy Tenney, Finance Director, was present to discuss the financial reports with the Board: Budget Comparative for June 2015; Addison Place Budget Comparative for July 2015; the detailed costs of the SOCC Expansion and the detailed costs of the repairs from the recent fire at 26 MPD were discussed.

Timothy Granfield thanked Ms. Tenney for compiling the detailed costs for the expansion and the fire repairs.

Policy Reviews: *Community Service and Self-sufficiency, the Bannings Policy and the Smoking Policy were reviewed.*

Old Business:

There was no old business.

New Business:

Barbara Caron moved to adopt the following resolution, seconded by Mark Moeller:

RESOLUTION NO. 2015-09-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 4 to Capital Fund Program Grant No. NH36P00350114, is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2015-09-15-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the Executive Director is authorized to withdraw the sum of \$8,844.76 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2015-09-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$5,264.98 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Mark Moeller moved to adopt the following resolution, seconded by Patricia Silberblatt.

RESOLUTION NO. 2015-09-15-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the ***Community Service and Self-sufficiency Policy*** is hereby adopted.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Mark Moeller moved to adopt the following resolution, seconded by Patricia Silberblatt.

The Executive Director presented the bid offers and his recommendation to award the contract to Murcon.

RESOLUTION NO. 2015-09-15-05

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for **Replacing the Roof at the DHA Office Building, 62 Whittier Street** under the Capital Fund Program; and

WHEREAS, three bids were received at the bid opening held on September 4, 2015 at 9:00 AM; and

WHEREAS, Murcon Construction, Somersworth, NH was the second lowest bidder; and

WHEREAS, Murcon Construction 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 CFP Manager and he determined the price of \$28,557 was reasonable,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the contract to **Replace the Roof at the DHA Office Building, 62 Whittier Street** is hereby awarded to Murcon Construction in the amount of \$28,557.

On a roll call vote:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt
Barbara Caron

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2015-09-15-06

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for **Replacing the Roof at the Head Start Building, 62A Whittier Street** under the Capital Fund Program; and

WHEREAS, three bids were received at the bid opening held on September 4, 2015 at 9:00 AM; and

WHEREAS, Murcon Construction, Somersworth, NH was the second lowest bidder; and

WHEREAS, Murcon Construction 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 CFP Manager and he determined the price of \$31,600 was reasonable,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the contract to **Replace the Roof at the Head Start Building, 62A Whittier Street** is hereby awarded to Murcon Construction in the amount of \$31,600.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Miscellaneous:

The DHA Property Demographic and DHA Newsletter were reviewed.

Mark Moeller moved to move into a Non-public meeting, seconded by Barbara Caron.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Barbara Caron

None

The Regular Meeting was recessed at 12:50 and the Non-Public Session convened.
The Regular Meeting reconvened at 1:35.

Adjournment:

Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Mark Moeller. The Meeting adjourned at 1:36 p.m.

Chair

Date

Secretary

Date