

MINUTES

Regular and Annual Meeting
Dover Housing Authority
April 19, 2016
12:10 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 19, at 12:10 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Vice Chair Mark Moeller called the meeting to order.

Roll Call

Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner
Barbara Caron, Commissioner

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

Absent: Timothy Granfield, Chair; Kevin Irwin, Commissioner

Public Comment

Barbara Caron spoke to the Board as a resident of St. John's Housing. Ms. Caron relayed some of her neighbors concerns about the windows being drafty. Allan Krans said he would take a drive over to check it out. Other requests included improvements to the lobby and the addition of some comfortable seating for the common areas. Mr. Krans explained the reason the DHA had to remove the couches and cushions in the common areas was a concern of spreading bed bugs and they are still seeking a feasible alternative.

Minutes

The Minutes of the Regular Meeting of March 15, 2016 were presented to the Board. Patricia Silberblatt moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote to approve the minutes:

Aye

Mark Moeller
Patricia Silberblatt
Barbara Caron

Nay

None

Manifests and Correspondence

The check manifests were presented. Patricia Silberblatt moved, seconded by Barbara Caron to approve payroll checks numbered 019402 through 019448 and D0000290 through D0000324; housing checks numbered 040047 through 040187; Section 8 HCV checks numbered 037894 through 038003 and D000857 through D000950; Addison Place checks numbered 005157 through 005190; and Covered Bridge Manor checks numbered 003538 through 003556.

The Board discussed the Manifests.

On a roll call vote:

Aye

Nay

Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Reports

Patricia Silberblatt moved to accept the reports, seconded by Barbara Caron.

Report of Executive Director dated April 15, 2016. Allan Krans discussed his report with the Commissioners.

Kathy Noel spoke with the Board about her role at the Dover Hosing Authority and as the Property Manager at Addison Place.

John Maloney updated the members on Capital Improvements.

The Report of the DHA Liaison Officer, Report of Housing Statistics Report, Senior Supportive Services and the Report of the FSS Coordinator Program and the Report of the Resident Services Coordinator were reviewed by the Commissioners.

Mark Moeller moved to change the normal order of business to review Policies and address New Business. All agreed.

Policy Reviews:

Contracts
Risk Control
Guidelines for Video Surveillance Systems-new

There were no changes recommended to the Contracts or Risk Control Policies. Allan Krans discussed the Guidelines for Video Surveillance Systems

with the Board explaining the policy was developed to assure balance the safety of the community with right to privacy of the residents.

On a roll call vote:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Barbara Caron

Old Business:

There was no old business.

New Business:

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-1

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the PIC Tricks Training being presented by Tenmast in Manchester, NH on May 12, 2016.

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

On a roll call vote:

Aye

Nay

Mark Moeller	None
Patricia Silberblatt	
Barbara Caron	

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-2

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 5 to Capital Fund Program Grant No. NH36P00350114, is hereby approved.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
Mark Moeller	None
Patricia Silberblatt	
Barbara Caron	

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-3

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the **Boiler Replacement and HVAC Upgrades at**

the DHA Office Building, 62 Whittier Street (Contract #2016-03-31-002) under the Capital Fund Program; and

WHEREAS, two bids were received at the bid opening held on March 31, 2016 at 9:00 AM; and

WHEREAS, Moose Harte's Heating and A/C, LLC, Gonic, NH was the second lowest bidder; and

WHEREAS, Moose Harte's Heating and A/C, LLC 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 \$39,930 was reasonable,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the contract for the **Boiler Replacement and HVAC Upgrades at the DHA Office Building** is hereby awarded to Moose Harte's Heating and A/C, LLC in the amount of \$39,930. On a roll call vote:

On a Roll Call Vote:

Aye

Mark Moeller
Patricia Silberblatt
Barbara Caron

Nay

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara

Caron:

RESOLUTION NO. 2016-04-19-4

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for **Renovations to the Dover Housing Authority Administrative Office (Contract #2016-03-31-001)** under the Capital Fund Program; and

WHEREAS, two bids were received at the bid opening held on March 31, 2016 and

WHEREAS, all the bids exceeded budget funds available,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the bids for Renovations to the Dover Housing Authority Administrative Office are hereby rejected.

On a Roll Call Vote:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Barbara Caron

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO 2016-04-19-5

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of

\$1,189.63 from TD Bank, Account No. 7764010119, which is the is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a Roll Call Vote:

Aye

Mark Moeller
Patricia Silberblatt
Barbara Caron

Nay

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-6

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$114.65 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:

Aye

Mark Moeller

Nay

None

Patricia Silberblatt
Barbara Caron

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-7

WHEREAS, the Mayor and City Council recommend the appointments of Peg Purcell, Jack Mettee, Dana Lynch and Roberta Woodburn to the Cochecho Waterfront Development Advisory Committee for another 3-year term for each individual. 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:

	<u>Term Expiring</u>
Peg Purcell	March 30, 2019
Jack Mettee, Chair	March 30, 2019
Dana Lynch, Vice Chair	March 30, 2019
Roberta Woodburn	March 30, 2019
Norm Fracassa	March 30, 2018
Jack Buckley	March 30, 2018
Brian Gottlob	March 30, 2018
Dennis Ciotti	March 30, 2018
Kimberly Schuman	March 30, 2017
Sean Fitzgerald	March 30, 2017
Carla Goodnight	March 30, 2017
Matthew Cox	March 30, 2017

THEREFORE, the Dover Housing Authority appoints Peg Purcell, Jack Mettee, Dana Lynch and Roberta Woodburn for 3-year terms.

On a Roll Call Vote:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Barbara Caron

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-8

NOW, THEREFORE BE IT RESOVED, the Commissioners of the Dover Housing Authority, approve the Guideline of Video Surveillance Systems Policy.

On a Roll Call Vote:

Aye

Nay

Mark Moeller

None

Patricia Silberblatt

Barbara Caron

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-9

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the Amendment No. 3 to Cooperation Agreement between the Dover Housing Authority and the City of Dover.

On a Roll Call Vote:

Aye

Nay

Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Patricia Silberblatt moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2016-04-19-10

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, approve the Governing Rules of the Cocheco Waterfront Development Advisory Committee.

On a Roll Call Vote:

Aye

Nay

Mark Moeller
Patricia Silberblatt
Barbara Caron

None

Mark Moeller moved to postpone Nomination and Election of Officers until the May meeting. All were in favor.

The following Financial Reports were also presented in the meeting packets:

Budget Comparative – January 31, 2016
Budget Comparative - February 29, 2016
Addison Place Budget Comparative – February 2016
TD Bank Account Balances Report 3/31/2016
Edward Jones Portfolio Summary 3/31/2016
Covered Bridge Affordable Housing Financial Statements

There were no questions at the time of the meeting.

Patricia Silberblatt moved to adjourn, seconded by Barbara Caron.

On a Roll Call Vote:

Aye

Mark Moeller
Patricia Silberblatt
Barbara Caron

Nay

None

Meeting adjourned at 2:15 p.m.

Chair

Date

Secretary

Date