

MINUTES

Regular Meeting
Dover Housing Authority
March 27, 2018 12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 27, at 12:30 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Commissioner
Kevin Irwin, Commissioner
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

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

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of February 27, 2018 were presented to the Board. Mark Moeller moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Noreen Biehl
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Kevin Irwin seconded to approve payroll checks numbered 0020552 through 0020584 and D0125100 through D0130300; Housing checks numbered 042845 through 042933; 1623 Settlement Checks numbered 001029 through 001055; Section 8 checks numbered 040478 through 040614; and D003078 through D003171; Addison Place checks numbered 005719 through 005747; and Covered Bridge Manor checks numbered 003966 through 003985.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Kevin Irwin
Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director dated March 27, 2018. Allan Krans presented his report to the Commissioners. The Board discussed the report.

The Commissioners reviewed and discussed the Capital Improvements Report, Housing Statistics Report, Reports of the FSS Coordinator, the Report of the Relocation Manager and the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – January 2018
- Addison Place Budget Comparative – January 2018
- 1623 Settlement DLP Budget Comparative – January 2018

Policy Reviews:

Office Closure Policy-change recommended
PHA Annual Plan FYB 2018-new
Capitalization Policy
Check Signing Policy
Community Space Policy

Old Business: There was no Old Business discussed.

New Business:

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

RESOLUTION NO 2018-03-27-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$13,251.60 from TD Bank, Account No. 7764010086, which is the Public Housing 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 all the requirements of their Contract of Participation.

On a roll call vote:

Aye

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO 2018-03-27-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$966.29 from TD Bank, Account No. 7764010119, 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 their Contract of Participation.

On a roll call vote:

Aye

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller
Kevin Irwin
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-03-27-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$28.00 from TD Bank, Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of FSS program participants to help achieve their FSS goals.

Aye

Nay

Timothy Granfield	None
Noreen Biehl	
Mark Moeller	
Kevin Irwin	
Patricia Silberblatt	

Kevin Irwin excused himself from the meeting at 1:20 pm.

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

RESOLUTION NO. 2018-03-27-04

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the **Generator Installation at Waldron Towers (Contract #2018-03-07-001)** under the Capital Fund Program; and

WHEREAS, five bids were received at the bid opening held on March 15, 2018 at 10:00 AM; and

WHEREAS, Scarponi Electric, LLC, Barrington, NH was the lowest bidder; and

WHEREAS, Scarponi Electric, 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 \$238,450 was reasonable,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the contract for the **Generator Installation at Waldron Towers**

is hereby awarded to Scarponi Electric, LLC in the amount of \$238,450.

On a roll call vote:

Aye

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-03-27-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to ***Office Closure Policy***, is hereby adopted.

On a roll call vote:

Aye

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt

None

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

RESOLUTION NO 2018-03-27-06

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2018;

On a roll call vote:

Aye

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt

None

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

RESOLUTION NO. 2018-03-27-07

WHEREAS, the Board of Commissioners has discussed and approved Allan Krans to sign the attached lease of 62A Whittier Street, Dover, NH to Living Innovations Support Services; and

WHEREAS the fee of the rental of 62A Whittier Street would be in the amount of \$2300 per month for a five year lease; and

WHEREAS the Annual Rent shall increase five percent (5%) as outlined in the Lease; and

NOW, THEREFORE, BE IT RESOLVED, that Allan Krans is authorized to sign a five year lease with Living Innovations Support Services

Miscellaneous:

Correspondence from Addison Place Resident
HUD Competition News Article
Whittier Falls Newsletter

Adjournment: Mark Moeller moved, and Noreen Biehl seconded to adjourn the regular meeting at 1:35 pm. All agreed.

Chair Date

Secretary Date