

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
June 26, 2018, 12:04 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 26, at 12:04 p.m. at 62 Whittier Street, Dover, NH. Chair, Timothy Granfield called the meeting to order.

### **Roll Call**

Timothy Granfield, Chair  
Mark Moeller, Vice Chair  
Noreen Biehl, Commissioner  
Patricia Silberblatt, Commissioner

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

Kevin Irwin, Commissioner arrived at 12:20.

**Public Comment:** No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of May 22, 2018 were presented to the Board. Patricia Silberblatt moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

**Aye**

Timothy Granfield

**Nay**

None

Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

### **Manifests and Correspondence**

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve payroll checks numbered 0020649 through 0020679 and D0140900 through D0146000; Housing checks numbered 043088 through 043179; 1623 Settlement Checks numbered 001020, D000100 through D000300 and 001130 thorough 001178; Section 8 checks numbered 040874 through 041004; and D003373 through D004592; Addison Place checks numbered 005785 through 005806; and Covered Bridge Manor checks numbered 004014 through 004033.

On a roll call vote to approve the manifests:

#### **Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

#### **Nay**

None

### **Reports**

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

Report of Executive Director dated June 26, 2018. Allan Krans presented his

report.

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

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – April 2018
- Addison Place Budget Comparative – April 2018
- 1623 Settlement DLP Budget Comparative – March 2018
- Operating Budget FYB 7/1/2018

**Policy Reviews:**

ACOP Chapter 8: Leasing- Exhibit 8-1 new  
Smoke Free Policy-revised  
Change Fund- no changes  
Procurement Policy-no changes  
Rent Collection-no changes

On a roll call vote to approve the reports:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

**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 Patricia Silberblatt:

**RESOLUTION NO. 2018-06-26-01**

WHEREAS, new Smoke Free Policy guidelines have been mandated by HUD to take effect before July 30, 2018; and

WHEREAS, Admissions and Continued Occupancy Policy (ACOP) addresses Smoke Free Regulations in Chapter 8, "Leasing" and the Dover Housing Authority's Smoke Free Policy is provided to residents and enforced in conjunction with the same regulations,

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority (DHA) Board hereby approve the revised Admission and Continued Occupancy Policy (ACOP) and the revised DHA Smoke Free Policy.

**Aye**

**Nay**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

None

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

**RESOLUTION NO. 2018-06-26-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

**Nay**

None

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

**RESOLUTION NO. 2018-06-26-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to attend the New England Regional Council of NAHRO 2018 Annual Conference & Exhibition on June 24-27, 2018, at the Samoset Resort, Rockport, ME.

BE IT FURTHER RESOLVED, all expenses in connection with his attendance to this conference are hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield

**Nay**

None

Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

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

**RESOLUTION NO 2018-06-26-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2018 North East Regional Association of Housing Maintenance Supervisors (NERAHMS) Annual Trade Show & Conference on September 25-27, 2018, at Meadowmere Resort, Ogunquit, ME.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at the conference are hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

**Nay**

None

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



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

**RESOLUTION NO 2018-06-26-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$4,467.16 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 will be distributed to FSS program participants who have successfully completed all of the requirements of their Contract of Participation.

On a roll call vote:

**Aye**

**Nay**

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Kevin Irwin

Patricia Silberblatt

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

**RESOLUTION NO. 2018-06-26-07**

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 order #1; and

WHEREAS, American Steeple has since determined repairs to 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 \$157,210, 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, it's deemed practical American Steeple continue with all proposed repairs,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the additional repairs to St. John's Steeple in the amount of \$157,210 are hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

**Nay**

None

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

**RESOLUTION NO 2018-06-26-08**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH36P00350115 are hereby approved.

On a roll call vote:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Kevin Irwin  
Patricia Silberblatt

**Nay**

None

Miscellaneous: The Board reviewed the Whittier Falls Newsletter.

**Adjournment:** Kevin Irwin moved to adjourn, seconded by Noreen Biehl at 1:19 p.m. All agreed.

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Chair \_\_\_\_\_ Date \_\_\_\_\_

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Secretary \_\_\_\_\_ Date \_\_\_\_\_