

MINUTES

Regular Meeting
Dover Housing Authority
November 26, 2019 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 26 at 12:00 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
Patricia Silberblatt, Commissioner
Rachel Stansfield, Commissioner
Noreen Biehl, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Capital Improvements Coordinator; Howard Gordon, Accountant; James Griffin, Accountant

Public Comment: There were no members of the public present.

Minutes

The Minutes were presented to the Board. Noreen Biehl moved to accept the Minutes and Patricia Silberblatt seconded.

Regular Meeting Minutes of October 29, 2019
Nonpublic Meeting Minutes of October 29, 2019
Special Meeting Minutes of November 8, 2019
Special Meeting Minutes of November 15, 2019

Nonpublic Meeting Minutes of November 15, 2019

On a roll call vote to approve the minutes:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Silberblatt
Noreen Biehl

None

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt seconded to approve the manifests for: Payroll, Housing, 1623 Settlement, Section 8, Addison Place, and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

Reports

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

Report of Executive Director dated November 26, 2019. Allan Krans presented his report to the Commissioners.

Eric Sanderson updated the Board on Capital Improvements.

The Commissioners reviewed and discussed the Housing Statistics, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Budget Comparative – 9/30/2019
- Management Discussion & Analysis FYE 6/30/2019
- Addison Place Budget Comparative – 9/30/2019
- 1623 SDLP Budget Comparative – 9/30/2019
- Statement of Cash Flow Report – 9/30/2019
- NHHFA Master Budget – Whittier Falls Housing Renovations (Final)

The following policies were reviewed: Commissioner Travel and Expense Policy (changes were discussed); Personnel Policy: Travel (changes were discussed); Check Signing Policy (no changes); Investment Policy (no changes); Admissions and Continued Occupancy Policy (changes were discussed).

On a roll call vote to approve the reports:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

Old Business: There was no old business discussed.

New Business:

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2019-11-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2020 Commissioners' Conference, January 5-8, 2020 at the Pointe Hilton Tapatio Cliffs Resort in Phoenix, AZ.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	
Rachel Stansfield	
Noreen Biehl	

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2019-11-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$11,249.09 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 an FSS program participant who has successfully completed all the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mark Moeller	
Patricia Silberblatt	

Rachel Stansfield
Noreen Biehl

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2019-11-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,682.66 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 to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

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

RESOLUTION NO. 2019-11-26-04

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Commissioners Travel and Expense Policy**, as attached.

The Members discussed changes. The Policy includes a list of limited travel expenses allowed for reimbursement. Language was added to specify the same list of travel expenses to be allowed to be charged to the Business Credit Card.

There was a discussion about Commissioners paying half the cost of a hotel room when sharing a room with a guest. The Board agreed that if there was no extra cost incurred, there would be no such requirement.

Language was added to specify *itemized* receipts were required for expenses.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

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

RESOLUTION NO. 2019-11-26-05

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Personnel Policy: Travel**, as attached.

There was a discussion about employees paying half the cost of a hotel room when sharing a room with a guest. The Board agreed that if there was no extra cost incurred, there would be no such requirement.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2019-11-26-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,170.44 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2019-11-26-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Roxanne Osgood is hereby authorized to attend the Nan McKay Public Housing Manager training on March 23-27, 2020 in Waterbury, CT.

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

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller

None

Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

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

RESOLUTION NO. 2019-11-26-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay RAD Project Based Voucher Specialist training on December 17-19 in Claremont, NH

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

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

RESOLUTION NO. 2019-11-26-09

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 orders #1 thru #5; 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 \$280,000, 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 \$280,000 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2019-11-26-10

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Admissions and Continued Occupancy Policy** as attached.

Several changes were made as mandated by HUD.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield
Noreen Biehl

None

Miscellaneous: The following were presented:

Whittier Falls Newsletter

Adjournment: At 1:15 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl . All agreed.

Chair

Date

Secretary

Date