MINUTES

Regular Meeting
Dover Housing Authority
March 24, 2020

On March 24, 11:45 a.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, made the following statement:

"I find that there is an "emergency" within the meaning of RSA 91-A:2, III(b) because of the ongoing COVID-19 pandemic, which has led to various restrictions by state authorities and additional recommended limitations on being in public for symptomatic or high-risk individuals, or gathering in large numbers, all of which have resulted in an inability or inadvisability, or both, of a quorum being physically present for this meeting. It is imperative the Board of Commissioners of the Dover Housing Authority hold a public hearing for the Capital Fund and PHA 5-year and Annual Plans and a meeting because federal requirements mandate a public hearing and Board approval regarding the Capital Fund and PHA 5-year and Annual Plans and these matters are time sensitive. Furthermore, there is no anticipated or foreseeable end date for the current restrictions and recommended limitations."

Four (4) Board members are participating in the public hearing and Board Meeting. Timothy Granfield appears in person; Mark Moeller, Patricia Silberblatt and Noreen all qualify for vulnerable status regarding Covid 19 due to age and appear by telephone. A quorum is achieved with the combination of Timothy Grandfield's presence and the participation by telephone by three other board members.

The Public Hearing for the FY2019 Capital Fund Annual Statement, 5-year Action Plan, and Public Housing Authority Annual and 5-year Plan was convened at 11:46 and the Minutes shall be recoded separately.

The Regular meeting was called to order at 12:00 p.m.

Roll Call

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

Also present was: Allan Krans, Executive Director

Also present by telephone were: Officer Juel Cooper, DHA Liaison Officer; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Capital Improvements Coordinator

Absent: Rachel Stansfield, Commissioner

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

Minutes

Mark Moeller moved to accept the Minutes of March 3 2020 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	

Manifests and Correspondence

The check manifests were presented. Mark Moeller 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	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	

Reports

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

Report of Executive Director dated March 24, 2020. Allan Krans presented his report to the Commissioners. The Board discussed health, safety and communication issues as related to the Covid 19 pandemic.

Eric Sanderson updated the Board on Capital Improvements.

Noreen Biehl left the meeting at 12:25 p.m.

Officer Juel Cooper presented the DHA Liaison's Report. 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 – 1/31/2020
- Addison Place Budget Comparative – n/a
- 1623 SDLP Budget Comparative – 1/31/2020
- Statement of Cash Flow Report – 1/31/2020

Policy Reviews

Capitalization
Addiction Recovery and Drug Elimination Policy
Drug-Free Workplace Policy
Rent Collection

There were no changes made to the policies, but the Board agreed to bring the Drug Policies to the table at the next regular meeting for discussion.

On a roll call vote to approve the reports:

Aye	**Nay**
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO 2020-03-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of $15,858.16 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 the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

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

RESOLUTION NO 2020-03-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of $414.52 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	None
Patricia Silberblatt	
Mark Moeller	

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

RESOLUTION NO 2020-03-24-03

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual and 5-Year Plan FYB 2020-2024;

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

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

RESOLUTION NO. 2020-03-24-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2020-2024, is hereby approved.

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

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

RESOLUTION NO 2020-03-24-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350117 are hereby approved

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

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

Patricia Silberblatt:

<u>RESOLUTION NO. 2020-03-24-06</u>

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Original Annual Statement for Capital Fund Program Grant No. NH01P00350119, is hereby approved.

On a roll call vote to approve the resolution:

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

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

<u>RESOLUTION NO. 2020-03-24-07</u>

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the Replacement of Exterior Doors at Niles Park; and

WHEREAS, 2 bids were received at the bid opening held on March 17, 2020; and

WHEREAS, Solid Roots Construction, Manchester, NH was the low bidder; and

WHEREAS, Solid Roots Construction is not listed in the US General Services

Administration Excluded List System; 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 $179,000,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract for the Replacement of Exterior Doors at Niles Park be awarded to Solid Roots Construction in the amount of $179,000.

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Patricia Silberblatt	
Mark Moeller	

Miscellaneous:

The Whittier Falls Newsletter was reviewed.

Adjournment: At 12:45 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

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Chair Date

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Secretary Date