

MINUTES

Regular Meeting
Dover Housing Authority
April 28, 2020

On April 28, 12:00 p.m. 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 regular meetings. Furthermore, there is no anticipated or foreseeable end date for the current restrictions and recommended limitations.”

Five (5) board members are participating in the Regular Board Meeting. Mark Moeller, Patricia Silberblatt and Noreen Biehl all qualify for vulnerable status regarding Covid 19 due to age and appear by telephone. Timothy Granfield and Rachel Stansfield also appear by telephone. A quorum is achieved by the participation by telephone by all five board members.

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
Rachel Stansfield, 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; James Griffin, Accountant; James Gagne, Maintenance Supervisor.

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

Minutes

Mark Moeller moved to accept the Minutes of March 24, 2020 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Rachel Stansfield

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Reports

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

Report of Executive Director dated March 24, 2020. Allan Krans presented his report to the Commissioners.

Eric Sanderson updated the Board on Capital Improvements.

Officer Juel Cooper presented the DHA Liaison's Report. The Commissioners reviewed and discussed the Housing Statistics, the Senior Supportive Services report, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- PHAS Score 6/30/2019
- Financial Statements – 6/30/2019
- DHA Budget Comparative – 2/29/2020

- Addison Place Budget Comparative – 2/29/2020
- 1623 SDLP Budget Comparative – 2/29/2020
- Statement of Cash Flow Report – 2/29/2020
- TD Bank Account Balance Report – 3/31/2020
- Edward Jones Account Portfolio – 3/31/2020

Policy Reviews

The following were reviewed but no changes were made:

- Addiction Recovery and Drug Elimination Policy
- Drug-Free Workplace Policy
- Change Fund
- Procurement Policy

The Members discussed how medical marijuana may impact policies related to personnel. Amendments may be discussed and recommended at a future Board Meeting.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Patricia Silberblatt
Mark Moeller
Noreen Biehl
Rachel Stansfield

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. 2020-04-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the revised ***Procurement Policy*** is hereby adopted.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Mark Moeller
Noreen Biehl
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2020-04-28-02

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the Replacement of Roofs at Niles Park, Union Court, and Edgar Bois Terrace; and

WHEREAS, 2 bids were received at the bid opening held on March 31, 2020; and

WHEREAS, JJS Universal Construction Co, Dudley, MA was the low bidder;

and

WHEREAS, JJS Universal Construction Co is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section 7 of the Procurement Policy, a price analysis was completed by the CFP Manager, and he determined the price of \$244,000 is reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract for the Replacement of Roofs at Niles Park, Union Court, and Edgar Bois Terrace be awarded to JJS Universal Construction Co. in the amount of \$244,000.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Mark Moeller
Noreen Biehl
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2020-04-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$326.39** 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 to approve the resolution:

Aye

Timothy Granfield

Patricia Silberblatt

Mark Moeller

Noreen Biehl

Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2020-04-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$206.92** from TD Bank Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill contract obligations under the FSS Program and will be transferred to the Public Housing Operating account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Mark Moeller
Noreen Biehl
Rachel Stansfield

Nay

None

Miscellaneous:

The Whittier Falls Newsletter and the Commissioners' Report Card were reviewed.

Adjournment: At 1:12 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date