

MINUTES

Regular Meeting
Dover Housing Authority
June 23, 2020

On June 23, 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."

Four (4) board members are participating in the Regular Board Meeting, 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 four board members.

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

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner
Rachel Stansfield, Commissioner

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

Absent at the time of Roll Call: Mark Moeller, Vice Chair

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

Minutes

Noreen Biehl moved to accept the Minutes of May 26, 2020 and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

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

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Mark Moeller arrived at the meeting at 12:19 p.m.

Reports

Noreen Biehl moved to bring the reports to the table, seconded by Patricia Silberblatt.

Report of Executive Director dated June 23, 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:

- DHA Budget FYE 2021
- DHA Budget Comparative – 4/30/2020
- Addison Place Budget Comparative – 4/30/2020
- 1623 SDLP Budget Comparative – 4/30/2020

- Statement of Cash Flow Report – 4/30/2020
- Insurance Renewal Proposal 2020-2021
- Insurance Register 2020-2021
- Whittier Falls Inc. Financial Statements FYE 12/31/2019
- Covered Bridge Manor Financial Statements – Fiscal Year End 12/31/2019

Policy Reviews

The following were reviewed but no changes were made:

- Commissioners Travel
- Investment Policy

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:

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RESOLUTION NO. 2020-06-23-01

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing
and Urban Development**
Office of Public and Indian Housing -
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026
(exp. 07/31/2019)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: Dover Housing Authority

PHA Code: NH003

PHA Fiscal Year Beginning: July 1, 2020

Board Resolution Number: 2020-06-23-01

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

DATE

- ☒ Operating Budget approved by Board resolution on:
- ☐ Operating Budget submitted to HUD, if applicable, on:
- ☐ Operating Budget revision approved by Board resolution on:
- ☐ Operating Budget revision submitted to HUD, if applicable, on:

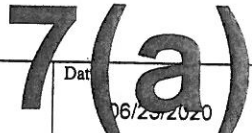
06/23/2020

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

Warning: HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

Print Board Chairperson's Name: Timothy Granfield	Signature: 	Date: 06/23/2020
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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. 2020-06-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HAARG), Public Officials Liability Insurance through Johnson & Johnson, Business Auto (service vehicles), through Safety Insurance, Business Auto (passenger vehicles) through Progressive Insurance, and Builders Risk through Liberty Mutual is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Mark Moeller
Noreen Biehl

Nay

None

Rachel Stansfield

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

RESOLUTION NO. 2020-06-23-03

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2020 makes provision for writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of \$2,950.52 is hereby approved.

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. 2020-06-23-04

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the Replacement of Boilers at Central Towers; and

WHEREAS, 3 bids were received at the bid opening held on April 29, 2020; and

WHEREAS, Mechanical Services, Portland, ME was the second lowest bidder; and

WHEREAS, Mechanical Services has a well-defined plan of executing replacement of the boilers at Central Towers; and

WHEREAS, the Capital Improvements Coordinator has determined the hiring of Mechanical Services is most advantageous to the Dover Housing Authority; and

WHEREAS, Mechanical Services is not listed in the US General Services Administration Excluded List System; and

WHEREAS, the Capital Improvements Coordinator has determined the price of \$230,000 is reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract for Replacement of Boilers at Central Towers be awarded to Mechanical Services in the amount of \$230,000.

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 Noreen Biehl:

RESOLUTION NO. 2020-06-23-05

WHEREAS, the Cochecho Waterfront Development Advisory Committee (CWDAC) Land Disposition and Development Agreement, Section 5.03c states the Developer, CPI Management, LLC, submit an updated Concept Plan for CWDAC's approval by June 1 2020; and

WHEREAS, the Developer is working through certain design changes with CWDAC; and

WHEREAS, the amendment is a request for an extension of the deadline to March 31, 2021; and

WHEREAS, CWDAC voted to recommend that DHA approve the LDA amendment at their meeting on June 23, 2020; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the Executive Director has full authority to sign an approval for the amendment on behalf of the Dover Housing Authority

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 CBM Service Coordination report were reviewed.

Adjournment: At 12:54 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date