

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
October 27, 2020

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On October 27, 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.”

A Notice was published to invite the public to join the meeting via computer, tablet or smartphone, using a link and access code or by telephone.

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

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

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

### **Minutes**

Mark Moeller moved to accept the Minutes of September 22, 2020 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

#### **Aye**

Timothy Granfield  
Noreen Biehl  
Mark Moeller  
Rachel Stansfield  
Patricia Silberblatt

#### **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  
Noreen Biehl  
Mark Moeller  
Rachel Stansfield  
Patricia Silberblatt

**Nay**

None

**Reports**

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

Report of Executive Director dated October 27, 2020. Allan Krans presented his report to the Commissioners.

The Commissioners reviewed and discussed the Capital Improvements Report, The DHA Liaison Officer Report, 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 – 8/31/2020
- Addison Place Budget Comparative – 8/31/2020
- 1623 SDLP Budget Comparative – 8/31/2020
- Statement of Cash Flow Report – 8/31/2020
- TD Bank Account Balance Report – 9/30/2020
- Edward Jones Portfolio – 9/30/2020

Wendy Tenney discussed the reports with the Board.

Rachel Stansfield left the meeting at 1:15.

**Policy Reviews**

Admissions and Continued Occupancy Policy was reviewed, and recommended changes were discussed.

On a roll call vote to approve the reports:

**Aye**

Timothy Granfield  
Noreen Biehl  
Mark Moeller  
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. 2020-10-27-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the MRI Ascend Anywhere Virtual User Conference. The 3-day virtual conference is being held October 19-21, 2020.

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

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Noreen Biehl  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

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

**RESOLUTION NO. 2020-10-27-02**

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

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Noreen Biehl  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

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

Noreen Biehl:

**RESOLUTION NO 2020-10-27-03**

NOW, THEREFORE, BE IT RESOLVED by the Dover Housing Authority Board of Commissioners, the Conciliation Agreement between Kris Longenberger (Complainant), Allan Krans (Respondent), and Dover Housing Authority (Recipient) is hereby approved.

BE IT FURTHER RESOLVED the Executive Director is authorized to execute said Agreement on behalf of the Dover Housing Authority.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield

Noreen Biehl

Mark Moeller

Patricia Silberblatt

**Nay**

None

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

**RESOLUTION NO. 2020-10-27-04**

WHEREAS, the Portsmouth Housing Authority seeks the collaboration of the Dover Housing Authority regarding their Court Street Development Project in the City of Portsmouth involving Low Income Housing Tax Credits; and  
WHEREAS, the Portsmouth Housing Authority requires the Dover Housing Authority to assume an owners position of 21% in the corporate structure associated with the project; and  
WHEREAS, legal counsel has opined there is no risk to the Dover Housing Authority

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority the Executive Director is authorized to execute all documents involved with the collaboration with the Portsmouth Housing Authority, whereby the Dover Housing Authority will be a 21% partner in Portsmouth Housing Authority's Court Street LIHTC Project.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Noreen Biehl  
Mark Moeller  
Patricia Silberblatt

**Nay**

None

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

**RESOLUTION NO. 2020-10-27-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Compliance Prime Webinars on Fair Housing, Today's Fair Housing Pitfalls, and Fair Housing Mistakes, Misunderstandings & Misinformation.

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

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield

**Nay**

None

Noreen Biehl  
Mark Moeller  
Patricia Silberblatt

**Miscellaneous:**

The following were reviewed:

Whittier Falls Newsletter  
Commissioners Report Card  
PILOT History  
1623 Water & Sewer Data thru August 2020  
DHA Budget Comparative – July 2020 Revised\*\*\*  
Statement of Cash Flows – July 2020 Revised\*\*\*

**Adjournment:** At 1:41 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