

MINUTES

Regular Meeting
Dover Housing Authority
September 22, 2020

On September 22, 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, Mark Moeller and Noreen Biehl qualify for vulnerable status regarding Covid 19 due to age and appears 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

Mark Moeller, Vice Chair

Noreen Biehl, Commissioner

Rachel Stansfield, Commissioner

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

Absent: Patricia Silberblatt

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

Minutes

Mark Moeller moved to accept the Minutes of August 25 and August 28, 2020 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Noreen Biehl	
Mark Moeller	
Rachel Stansfield	

Manifests and Correspondence

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

Nay

None

Reports

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

Report of Executive Director dated September 22, 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 – 7/31/2020
- Addison Place Budget Comparative – 7/31/2020
- 1623 SDLP Budget Comparative – 7/31/2020
- CBM Budget Comparative – 7/31/2020
- Statement of Cash Flow Report – 7/31/2020

Policy Reviews

No Policy review this month.

On a roll call vote to approve the reports:

Aye

Timothy Granfield

Noreen Biehl

Mark Moeller

Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

Rachel Stansfield left the meeting at 1:30 p.m.

New Business:

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

RESOLUTION NO. 2020-09-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend a Nan McKay Housing Quality Standards (HQS) Webinar. The 3-day webinar training is currently being held in October and November.

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

Nay

Timothy Granfield
Noreen Biehl
Mark Moeller

None

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

RESOLUTION NO 2020-09-22-02

WHEREAS the attached is a list of vacated tenants of Addison Place; and

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

WHEREAS efforts have been made to collect the unpaid balance; and

WHEREAS tenants are impossible to locate and/or have passed away;

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of tenants accounts receivable in the amount of **\$122.58** is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller

Nay

None

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

RESOLUTION NO. 2020-09-22-03

WHEREAS, the attached is a list of vacated tenants of Whittier Falls Housing; 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 1623 Settlement Dover Limited Partnership 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 Whittier Falls Housing write-offs in the amount of \$10,984.57 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller

Nay

None

The Board discussed forming a search committee for the next Executive Director. The Members discussed the need for Public Notice and Right to Know Requirements.

Miscellaneous:

Whittier Falls Newsletter and the Covered Bridge Manor Coordinator Report were reviewed.

Adjournment: At 1:33 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date