

MINUTES

Regular Meeting
Dover Housing Authority
November 24, 2020

On November 24, 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

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Noreen Biehl, Commissioner
Rachel Stansfield, Commissioner
Patricia Silberblatt, Commissioner

Also present by telephone were: Allan Krans, Executive 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

Noreen Biehl moved to accept the Minutes of October 27, 2020 and Rachel Stansfield 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 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

Mark Moeller

Rachel Stansfield

Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director dated November 24, 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 – 9/30/2020
- Addison Place Budget Comparative – 9/30/2020
- 1623 SDLP Budget Comparative – 9/30/2020
- Statement of Cash Flow Report – 9/30/2020

Policy Reviews

The following policies were reviewed:

Investment
Commissioners Travel

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt
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 Noreen Biehl:

RESOLUTION NO 2020-11-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Spectrum LIVE-Online LIHTC Training Sessions in November and December 2020.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance

to the training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt
Rachel Stansfield

Nay

None

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

RESOLUTION NO 2020-11-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$15,667.09 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 an FSS program participant who has successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl

Nay

None

Mark Moeller
Patricia Silberblatt
Rachel Stansfield

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

RESOLUTION NO. 2020-11-24-03

WHEREAS, the Department of Housing and Urban Development has issued a request for application for admission to the Moving to Work (MTW) Expansion Demonstration Program; and

WHEREAS, the Dover Housing Authority (DHA) in Dover, New Hampshire submitted a Letter of Interest in the MTW designation and program; and

WHEREAS, the DHA has been declared an Eligible Applicant to Cohort #1 of the MTW Expansion pursuant to PIH notices 2018-17 and 2019-03; and

WHEREAS, the DHA has engaged in a public process with residents, participants, city officials and citizens and residents including meeting with residents and participants of the Dover Housing Authority; and

WHEREAS, the DHA published a Moving to Work Plan on October 9, 2020 detailing the plans of the Dover Housing Authority under the Moving to Work program for the initial two (2) years; and

WHEREAS, a public hearing after notice to the public was conducted on November 4, 2020 offering a public discussion and questions and answers to all interested in the Moving to Work program; and

WHEREAS, the Board of Commissioners of the Dover Housing have thoroughly

investigated the Moving to Work program;

NOW, THEREFORE, BE IT RESOLVED The Board of Commissioners of the Dover Housing Authority hereby determine the Moving to Work program will forward the Mission of the Dover Housing Authority and will benefit the residents and participants of the DHA as well as the community at large; and

BE IT FURTHER RESOLVED he Executive Director is authorized to sign and submit an Application for the Moving to Work program of the Department of Housing and Urban Development in the form of the Moving to Work Plan, and to sign all documentation associated with the Moving to Work application and program.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt
Rachel Stansfield

Nay

None

Timothy Granfield made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel matter. The motion was seconded by Patricia Silberblatt. This is in accordance with RSA 91-A:3II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a roll call vote to recess the Regular Meeting.

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Rachel Stansfield

Nay

None

Rachel Stansfield left the meeting at 12:47 p.m.

The regular meeting recessed at 12:48 p.m.

The regular meeting resumed at 1:10 p.m.

Miscellaneous:

The following were reviewed:

Whittier Falls Newsletter

PHADA eConference

Asbestos Abatement Update

Adjournment: At 1:15 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date