

MINUTES

Regular Meeting
Dover Housing Authority
December 22, 2020

On December 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.”

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; Wendy Tenney, Finance Director

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

Minutes

Mark Moeller moved to accept the Minutes of November 24, 2020 and Patricia Silberblatt 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 December 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 – 10/31/2020
- Addison Place Budget Comparative – 10/31/2020
- 1623 SDLP Budget Comparative – 10/31/2020
- CBM Budget Comparative – 10/31/2020
- Statement of Cash Flow Report – 10/31/2020

Several budget line items were discussed.

Policy Reviews

The following policies were reviewed:

Disposition Policy-no changes
Admin Policy-changes recommended

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. 2020-12-22-01

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Administrative Plan** as attached.

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 Patricia Silberblatt:

RESOLUTION NO. 2020-12-22-02

WHEREAS, Jack Buckley was the Executive Director of the Dover Housing Authority (DHA) from 1979 to 2013 making him the longest serving Executive Director in the history of the DHA;

WHEREAS, Jack Buckley spearheaded the purchase of St. John's Church at 18 Chapel Street in 1981 for the sum of \$58,000 and shepherded the renovation of the building into 30 apartments for seniors and individuals with disabilities; the renovations included the installation of the iconic schooner ship weathervane on the steeple as a beacon for the skyline of Dover;

WHEREAS, Jack Buckley forged ahead shortly after in 1984 with the construction of elderly townhouse style apartments called Edgar Bois Terrace named after a long-time Commissioner;

WHEREAS, in the 1990's Jack Buckley introduced Community Policing to the family neighborhood in collaboration with the Dover Police Department,

constructed a new HeadStart building, constructed the Seymour Osman Community Center and created the innovative resident business called Whitmin's Laundromat causing the Dover Housing Authority to be noticed nationally as a leader in the housing industry;

WHEREAS, in the 2000's, Jack Buckley introduced the Family Self-Sufficiency (FSS) program and the Woodman Park School afterschool programs as well as engaging in collaborations with Wentworth Douglas Hospital and the Dover Youth Coalition to better serve seniors and children;

WHEREAS, Jack Buckley inspired and led the Dover Housing Authority throughout his career in providing permanent housing and supportive services for residents and participants with passion and caring making him a leader in the city, the region and nationally and a model for public service;

THEREFORE, the Commissioners of the Dover Housing Authority in recognition of his extensive and innovative accomplishments proclaim and forever name the apartments at 18 Chapel Street in the City of Dover in his honor as "Jack Buckley Commons"

Allan Krans provided some background on the renovation of St. John's that was overseen by Jack Buckley. A replica of the original Schooner weathervane was made, thanks to Jack Buckley's initiative, and remains an icon of Dover to this day.

Mark Moeller stated he wholeheartedly approved of naming the apartments "Jack Buckley Commons". The other members agreed.

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 Noreen Biehl:

RESOLUTION NO. 2020-12-22-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH01P00350120, is hereby approved.

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 Noreen Biehl. 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

The regular meeting recessed at 1:05 p.m.

The regular meeting resumed at 1:27 p.m.

Miscellaneous:

The following were reviewed:

Whittier Falls Newsletter

CBM Service Coordinator – December Report

Adjournment: At 1:30 p.m. Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date