

MINUTES

Regular Meeting
Dover Housing Authority
January 26, 2021

On January 26, 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.

Four (4) 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 also appears by telephone. A quorum is achieved by the participation by telephone by four (4) board members.

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

Roll Call

Timothy Granfield, Chair

Mark Moeller, Vice Chair

Minutes
Dover Housing Authority
January 26, 2021
Page 2 of 8

Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Absent: Rachel Stansfield, 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 Regular and Nonpublic Meeting Minutes of December 22, and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
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

Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director dated January 26, 2021. 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 – 11/30/2020
- Addison Place Budget Comparative – 11/30/2020
- 1623 Settlement Dover LP – FYE 10/31/2020
- Management Discussion & Analysis FYE 6/30/2020
- Statement of Cash Flow Report – 11/30/2020
- TD Bank Account Balance Report – 12/31/2020
- Edward Jones Portfolio - 12/31/2020

Policy Reviews

The following policies were reviewed:

Code of Ethics
Risk Control

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 Noreen Biehl:

RESOLUTION NO 2021-01-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$30,005.99 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 all the requirements of their Contract of Participation.

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 2021-01-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$255.68 from TD Bank, Account No. 7764010086, which is the Public Housing 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 all the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Noreen Biehl

Mark Moeller

Nay

None

Patricia Silberblatt

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

RESOLUTION NO 2021-01-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Robert Lussier is hereby authorized to attend Spectrum's Online Pre-Recorded C3P Tax Credit Certification Seminar.

BE IT FURTHER RESOLVED, all expenses in connection with his 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

Nay

None

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

RESOLUTION NO. 2021-01-26-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Robert Lussier is hereby authorized to attend Compliance Prime Webinars on Fair Housing.

BE IT FURTHER RESOLVED, all expenses in connection with his attendance to the webinars 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 Noreen Biehl:

RESOLUTION NO. 2021-01-26-05

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve Allan Krans, Executive Director, authorization to execute the Memorandum of Understanding Agreement with Haven at the Falls, as attached.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt

Nay

None

Miscellaneous:

The following were reviewed:

Whittier Falls Newsletter
Commissioners Report Card

Adjournment: At 1:05 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair	Date
-------	------

Secretary	Date
-----------	------