

MINUTES

Regular Meeting
Dover Housing Authority
March 2, 2021

On March 2, 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
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; Ryan Crosby

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

Minutes

Mark Moeller moved to accept the Regular and Nonpublic Meeting Minutes listed, and Noreen Biehl seconded:

Regular Meeting Minutes of January 26, 2021
Special Meeting Minutes of January 31, 2021
Non-Public Meeting Minutes of January 31, 2021
Special Meeting Minutes of February 1, 2021
Non-Public Meeting Minutes of February 1, 2021
Special Meeting Minutes of February 4, 2021
Non-Public Meeting Minutes of February 4, 2021
Special Meeting Minutes of February 15, 2021
Non-Public Meeting Minutes of February 15, 2021
Special Meeting Minutes of February 17, 2021
Non-Public Meeting Minutes of February 17, 2021
Special Meeting Minutes of February 18, 2021
Non-Public Meeting Minutes of February 18, 2021
Special Meeting Minutes of February 19, 2021
Non-Public Meeting Minutes of February 19, 2021

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Nay

None

Noreen Biehl
Mark Moeller
Patricia Silberblatt

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 February 23, 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 – 12/31/2020
- Addison Place Budget Comparative – 12/31/2020
- 1623 SDLP Budget Comparative – 12/31/2020
- Statement of Cash Flow Report – 12/31/2020
- SOCC Financial Statements – FYE 6/30/2020

Policy Reviews

No policies were reviewed.

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 2021-03-02-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Robert Lussier is hereby authorized to

attend Spectrum's online Low Income Housing Tax Credit training.

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. 2021-03-02-02

WHEREAS the Dover Housing Authority (DHA) in Dover, New Hampshire, submitted a Letter of Interest and application to the Department of Housing and Urban Development (HUD); and

WHEREAS HUD has issued an acceptance and admission of the Dover Housing Authority to the Moving to Work, Cohort #1, on or about January 7, 2021; and

WHEREAS HUD has devised a series of steps for the DHA to engage in prior to the start of Moving to Work activities which are forecast to occur over the next six months, or so; and

WHEREAS the first step in the process is amending the Annual Contributions Contract which is the basic agreement between the DHA and HUD; and

WHEREAS the Moving to Work program will serve the interests of the residents and participants of the programs and housing of the DHA; and

WHEREAS the Moving to Work Amendment to the Annual Contributions Contract is attached to this resolution,

NOW, THEREFORE, BE IT RESOLVED, the Board of Commissioners of the Dover Housing Authority authorize the Executive Director to execute the Moving to Work Amendment to the Annual Contributions Contract and all subsequent documents associated with the process of initiating the Moving to Work, Cohort #1 program.

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 2021-03-02-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$6,632.42 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 FSS program participants who 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 2021-03-02-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$28.75 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
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2021-03-02-05

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Patricia Silberblatt

Nay

None

Miscellaneous:

The Whittier Falls Newsletter was reviewed.

Adjournment: At 1:00 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date