

MINUTES

Regular Meeting
Dover Housing Authority
May 26, 2020

On May 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.”

Three (3) board members are participating in the Regular Board Meeting. Patricia Silberblatt and Noreen Biehl qualify for vulnerable status regarding Covid 19 due to age and appear by telephone. Timothy Granfield also appears by telephone. A quorum is achieved by the participation by telephone by three board members.

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

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Also present by telephone were: Allan Krans, Executive Director; Officer Juel Cooper, DHA Liaison Officer; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Capital Improvements Coordinator; James

Griffin, Accountant

Absent: Mark Moeller, Vice Chair; Rachel Stansfield, Commissioner

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

Minutes

Patricia Silberblatt moved to accept the Minutes of April 28, 2020 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield

Noreen Biehl

Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Noreen Biehl 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

Nay

None

Patricia Silberblatt

Reports

Noreen Biehl moved to bring the reports to the table, seconded by Patricia Silberblatt.

Report of Executive Director dated May 26, 2020. Allan Krans presented his report to the Commissioners.

Eric Sanderson updated the Board on Capital Improvements.

Officer Juel Cooper presented the DHA Liaison's Report. The Commissioners reviewed and discussed the Housing Statistics, the Senior Supportive Services report, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Budget FYE 2021 - DRAFT
- DHA Budget Comparative – 3/31/2020
- Addison Place Budget Comparative – 3/31/2020
- 1623 SDLP Budget Comparative – 3/31/2020
- Statement of Cash Flow Report – 3/31/2020

Policy Reviews

The following were reviewed but no changes were made:

- Check Signing Policy
- Internal Controls

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Old Business: There was no old business discussed.

New Business:

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2020-05-26-01

WHEREAS, James Griffin, Gordon|Griffin, LLC, has provided accounting services for the Dover Housing Authority for more than 39 years; and

WHEREAS, the Dover Housing Authority and Gordon|Griffin, LLC wish to extend the fee accounting services contract for an additional two years, in accordance with terms of the contract beginning July 1, 2011,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract between Dover Housing Authority and Gordon|Griffin, LLC for fee accounting services is hereby extended for two years from July 1, 2020 to July 1, 2022.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO 2020-05-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,078.25 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
Patricia Silberblatt
Noreen Biehl

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2020-05-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$6,503.86** from TD Bank Account No. 7764010086, which is the Public Housing Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by program participants who did not fulfill contract obligations under the FSS Program and will be transferred to the Public Housing Operating account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Noreen Biehl:

RESOLUTION NO. 2020-05-26-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Nay

None

Patricia Silberblatt
Noreen Biehl

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2020-05-26-05

WHEREAS, the Mayor and City Council recommend to re-appointment of existing members, expiring March 30, 2020, for another 3-year term to expire March 30, 2023. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.

The voting membership of the Cochecho Waterfront Development Advisory Committee shall be:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2023
Kimberly Schuman	March 30, 2023
Sean Fitzgerald	March 30, 2023
Carla Goodknight	March 30, 2023
Norm Fracassa	March 30, 2021
Dane Drasher	March 30, 2021
Kyle Pimental	March 30, 2021
Dennis Ciotti	March 30, 2021
Peg Purcell	March 30, 2022
Jack Mettee	March 30, 2022
Dana Lynch	March 30, 2022
Beth Fischer	March 30, 2022

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous:

The Whittier Falls Newsletter was reviewed.

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
Noreen Biehl
Patricia Silberblatt

Nay

None

The regular meeting recessed at 1:28 p.m.

The regular meeting resumed at 1:45 p.m.

Adjournment: At 1:46 p.m. Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair	Date
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Secretary	Date
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