

MINUTES

Regular Meeting
Dover Housing Authority
July 28, 2020

On July 28, 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.”

Four (4) board members are participating in the Regular Board Meeting, Patricia Silberblatt and Noreen Biehl both qualify for vulnerable status regarding Covid 19 due to age and appear by telephone. Timothy Granfield and Rachel Stansfield also appear by telephone. A quorum is achieved by the participation by telephone by four 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
Rachel Stansfield, Commissioner

Also present by telephone were: Allan Krans, Executive Director; Officer Juel Cooper, DHA Liaison Officer; Kathy Noel, Administrative Assistant; Eric Sanderson,

Capital Improvements Coordinator

Absent: Mark Moeller, Vice Chair

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

Minutes

Noreen Biehl moved to accept the Minutes of June 23, 2020 and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

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
Rachel Stansfield

Reports

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

Report of Executive Director dated July 28, 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 Comparative – 5/31/2020
- Addison Place Budget Comparative – 5/31/2020
- 1623 SDLP Budget Comparative – 5/31/2020
- Statement of Cash Flow Report – 5/31/2020
- TD Bank Account Balance Report – 6/30/2020
- Edward Jones Portfolio – 6/30/2020

Policy Reviews

The following were reviewed and discussed:

Disposition Policy
Personnel Policy

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Rachel Stansfield

Nay

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO. 2020-07-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Personnel Policy** is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Rachel Silberblatt

Miscellaneous:

The following items were reviewed: Whittier Falls Newsletter, Commissioners Report Card – Quarter End 6/30/2020, Thank you email from Addison Resident.

Adjournment: At 1:08 p.m. Noreen Biehl moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair Date

Secretary Date