

MINUTES

Regular Meeting
Dover Housing Authority
August 3, 2021, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 3, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order.

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Rachel Stansfield, Commissioner

Patricia Silberblatt, Commissioner, attended the meeting electronically.

Also present were: Ryan Crosby, Executive Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Eric Sanderson, Capital Improvements Coordinator; Jim Gagne, Maintenance Superintendent; Officer Juel Cooper, DHA Police Liaison

Absent at time of Roll Call: Mark Moeller, Vice Chair
Mr. Moeller arrived after the Executive Director presented his report, at 12:20.

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

Minutes

The Regular Meeting Minutes of June 22, 2021 were presented to the Board. Noreen Biehl moved to accept the Minutes and Rachel Stansfield seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Noreen Biehl
Rachel Stansfield
Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Rachel Stansfield 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
Rachel Stansfield
Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director dated August 3, 2021. Ryan Crosby presented his report to the Commissioners.

Mark Moeller arrived at 12:20.

The Capital Improvements Coordinator presented his report to the Board.

The Commissioners reviewed and discussed the DHA Liaison Officer's 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 – 5/31/2021
- Addison Place Budget Comparative – 5/31/2021
- 1623 SDLP Budget Comparative – 5/31/2021
- Statement of Cash Flow Report – 5/31/2021
- TD Bank Account Balance Report – 6/30/2021
- Edward Jones Portfolio – 6/30/2021
- 1623 SDLP Loan Update
- Primex 2021 Premium Holidays

Policy Reviews:

No policies were reviewed this month.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Patricia Silberblatt

Old Business: There was no old business discussed.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO 2021-08-03-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$10,820.21 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 the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

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

Rachel Stansfield:

RESOLUTION NO. 2021-08-03-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend Nan McKay's HCV Specialist Training when in person training has resumed.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at this training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Noreen Biehl

Mark Moeller

Rachel Stansfield

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Rachel Stansfield:

RESOLUTION NO. 2021-08-03-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Ryan M. Crosby is hereby authorized to attend Public Housing Management training when in person training has resumed.

BE IT FURTHER RESOLVED, all expenses in connection with his attendance to this training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Mark Moeller
Rachel Stansfield

Nay

None

Miscellaneous: The following were reviewed:

Whittier Falls Newsletter
Commissioners Report Card

Adjournment: At 12:56 p.m. Mark Moeller moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date