

MINUTES

Regular Meeting
Dover Housing Authority
September 28, 2021 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 28, at 12:00 p.m. at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Absent: Rachel Stansfield, Commissioner

Also present: Ryan Crosby, Executive Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Capital Improvements Coordinator; Jim Gagne, Maintenance Supervisor; Cathleen Gallagher, HCV Specialist

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

Minutes

Mark Moeller moved to accept the Minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director (E.D.) dated September 28, 2021 was presented to the Commissioners by Ryan Crosby, E.D.

Cathleen Gallagher left the meeting at 12:30.

Eric Sanderson, Capital Improvements Coordinator, presented his report to the Board.

DHA Liaison Officer's Report, Housing Statistics, the FSS Coordinators' Report, and the Resident Services Coordinator's Report were reviewed and discussed.

The following Financial Reports were presented to the Commissioners:

- Addison Place Budget Comparative – 7/31/2021
- 1623 SDLP Budget Comparative – 7/31/2021
- CBM Budget Comparative – 7/31/2021

Policy Reviews: A new COVID-19 Policy was discussed at length.

On a roll call vote to approve the reports:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

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 Patricia Silberblatt:

RESOLUTION NO. 2021-09-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, staff are hereby authorized to attend the Maine Real Estate Managers Association Conference being held on November 1-3, 2021, in Bretton Woods, NH.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance to the conference are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2021-09-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$671.65 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Patricia Silberblatt

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

RESOLUTION NO. 2021-09-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$1,386.52** from TD Bank Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2021-09-28-04

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

\$126.53 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

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2021-09-28-05

WHEREAS, the Replacement Reserve account #47-003077 and the Residual Receipt account #00-16101246, for Covered Bridge Manor, are held at First Seacoast Savings Bank, and

WHEREAS, withdrawal of funds from the accounts require Form HUD-9250, Funds Authorization, approved by HUD, and

WHEREAS, the Executive Director of the Dover Housing Authority, management agent for Covered Bridge Manor, is designated the second authorized signer for the accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Ryan M. Crosby, is hereby approved to be an authorized signer for the Covered Bridge Manor accounts held at First Seacoast Bank.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2021-09-28-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **COVID-19 VACCINATION POLICY**, is hereby adopted.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

Miscellaneous: The following were reviewed: Whittier Falls Newsletter, HAI Dividend, CBM Service Coordinator Report

Adjournment: At 1:10 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair	Date
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Secretary	Date
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