

MINUTES

Regular Meeting
Dover Housing Authority
October 26, 2021 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 26, 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
Rachel Stansfield, Commissioner

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Capital Improvements Coordinator; Jim Gagne, Maintenance Supervisor

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

Minutes

Mark Moeller moved to accept the Minutes of September 28, 2021 and Patricia Silberblatt seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

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
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Reports

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

Report of Executive Director (E.D.) dated October 26, 2021, was presented to the Commissioners by Ryan Crosby, E.D.

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:

- DHA Budget Comparative - 8/31/2021
- Addison Place Budget Comparative - 8/31/2021
- 1623 SDLP Budget Comparative - 8/31/2021
- Statement of Cash Flow - 8/31/2021
- TD Bank Account Balance Report – 9/30/2021
- Edward Jones Portfolio – 9/30/2021

Policy Reviews:

- Smoke-Free Policy
- ACOP Exhibit 8-1 Smoke-Free Policy
- Code of Ethics and Specifics Rules of Conduct
- Personnel Policy

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

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. 2021-10-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to ***the Smoke-Free Policy*** is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2021-10-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to ***the Admissions and Continued Occupancy Policy***, Exhibit 8-1 *Smoke-Free Policy* is hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	

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

RESOLUTION NO. 2021-10-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the ***Code of Ethics and Specific Rules of Conduct for Commissioners and Employees*** is hereby approved.

On a roll call vote to approve the resolution:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	

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

RESOLUTION NO. 2021-10-26-04

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

Housing Authority, that the revision to the ***Personnel Policy*** is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2021-10-26-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$415.00 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
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

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

RESOLUTION NO. 2021-10-26-06

WHEREAS, the attached is a list of vacated tenants of Whittier Falls Housing; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the 1623 Settlement Dover Limited Partnership Operating Budget for fiscal year 2021 makes provision for writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Whittier Falls Housing write-offs in the amount of \$12,208.45 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Rachel Stansfield

Nay

None

Miscellaneous: The following were reviewed:

Whittier Falls Newsletter
Commissioners Report Card
1623 SDLP Loan Update

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

Chair _____ Date _____

Secretary _____ Date _____