

MINUTES

Regular Meeting
Dover Housing Authority
November 30, 12:45 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 30, at 12:45 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

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 October 26, 2021 and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

Patricia Silberblatt

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

Nay

None

Reports

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

Report of Executive Director (E.D.) dated November 30, 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 – 9/30/2021
- Addison Place Budget Comparative – 9/30/2021
- 1623 SDLP Budget Comparative – 9/30/2021
- Statement of Cash Flow – 9/30/2021

Policy Reviews:

The following policies were reviewed with no changes recommended:

- Commissioners Travel and Expense Policy
- Investment Policy

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 Noreen Biehl:

RESOLUTION NO. 2021-11-30-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director and Commissioners are hereby authorized to attend the PHADA 2022 Commissioners' Conference and Training, January 9-12, 2022, at the Manchester Grand Hyatt, San Diego, CA.

BE IT FURTHER RESOLVED, all expenses related to this 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 Patricia Silberblatt:

RESOLUTION NO. 2021-11-30-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay FSS Training being held in Las Vegas, NV on February 1-3, 2022.

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

Nay

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	

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

RESOLUTION NO 2021-11-30-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$6,223.79 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:

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

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

RESOLUTION NO. 2021-11-30-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$1,304.90** 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 have been forfeited by program participants who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

The Board Meeting for December will be cancelled, and regular meetings resume in January.

Adjournment: At 1:45 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date