MINUTES

Regular Meeting
Dover Housing Authority
January 25, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 25, at 62 Whittier Street, Dover, NH and via GoTo Meeting. Timothy Granfield, Chair, called the meeting to order at 12:00 p.m.

Roll Call

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

Absent:
Patricia Silberblatt, Commissioner and Rachel Stansfield, Commissioner

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Cathryn Conway-Dorr, Senior Services Coordinator; Michele Bourasso, Family Self-Sufficiency Councilor; Deb Nace, Family Self-Sufficiency Coordinator; Linnea Nemeth, Dover City Councilor

Public Comment: There was no public comment.

Minutes

Mark Moeller moved to accept the Minutes of November 30, 2021, and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

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	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

Reports

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

Report of Executive Director (E.D.) dated December 2021 and January 2022, was presented to the Commissioners by Ryan Crosby, E.D.

Ryan Crosby updated the Board on the Capital Improvement Project, replacing the roof on Waldron Towers.

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

Ryan Crosby announced the grant renewals were approved for the FSS Program and the Senior Services Coordinator position.

The following Financial Reports were presented by Wendy Tenney to the Commissioners:

- DHA Budget Comparative – 11/30/2021
- Addison Place Budget Comparative – 11/30/2021
- 1623 SDLP Budget Comparative – 10/31/2021
- 1623 SDLP Financial Statements – 10/31/2021
- CBM Budget Comparative – 10/31/2021
- Statement of Cash Flow – 11/30/2021
- TD Bank Account Balance Report – 12/31/2021
- Edward Jones Portfolio – 12/31/2021

The Finance Director answered the Commissioners’ questions about the Financial Reports.

Policy Reviews:

The following policies were reviewed but no changes were recommended:

- Disposition Policy
- Risk Control Policy

On a roll call vote to approve the reports:

Aye	**Nay**
Timothy Granfield	None

Mark Moeller
Noreen Biehl

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. 2022-01-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay HCV Program Management Training. The 4-day webinar training is currently being held January 25-28, 2022.

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

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

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

RESOLUTION NO. 2022-01-25-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend Nan McKay's HCV Executive Management training being held in Las Vegas, NV on May 2-6, 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	

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

RESOLUTION NO. 2022-01-25-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff are hereby authorized to attend the Moving to Work (MTW) Collaborative Conference being held in Washington, DC on April 19-20, 2022.

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

On a roll call vote to approve the resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

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

See next page.

RESOLUTION NO. 2022-01-25-04

Edward Jones

DOVER HOUSING AUTHORITY AMPS
62 WHITTIER ST
DOVER, NH 03820-2946

Acct #: 609-11268 Date: 01/10/2022
Account Class Code: 12 - CORPORATION
Financial Advisor No: 448107 BR No: 26091
Destination: NEW ACCOUNTS

Corporate Resolution Certification Form

This form is not an official corporate resolution and is used to provide and certify to Edward Jones the accuracy of certain information about the corporation and its authorized representatives.

All blanks must be completed.

A. Authorized Representative Acknowledgement Regarding Corporate Resolution

The undersigned acknowledges, being a duly elected and qualified officer of the below-described corporation, that the following resolution, or a resolution substantially similar in form and substance, was properly adopted at a meeting of the board of directors of this corporation held on 1/25/2022 (Must be MM/DD/YYYY), according to the bylaws of the corporation and applicable law.

> Resolved, that the individuals identified shall have the full power and authority on behalf of the corporation to enter an agreement on behalf of the corporation; open a brokerage account on the behalf of the corporation; do and perform every act to be done in conjunction with the account being opened, including, but not limited to, being able to transfer, endorse, sell, assign, and deliver any and all certificates of stock, bonds, debentures, notes, subscriptions, warrants, stock purchase warrants, evidences of indebtedness, or other securities now and hereafter registered in the name of or owned by the corporation; and make, execute, and deliver any and all written instruments necessary to effectuate the authority hereby granted.

B. Information about Company

1. Full Legal Name of Corporation: Dover Housing Authority
2. State of Incorporation: New Hampshire
3. Date of Organization: 08/18/1950 (Must be MM/DD/YYYY)
4. Principal Place of Business: (Do not enter P.O. Box)
   Street Address: 62 Whittier St
   City: Dover
   State: NH
   Zip/Postal Code: 03820

C. Authorized Representative Acknowledgement and Indemnification

In consideration of Edward Jones accepting this form, the undersigned agrees and certifies that all information provided in this form is true and accurate, and will promptly notify Edward Jones if any of the information provided becomes inaccurate, misleading or incomplete. The undersigned acknowledges that all of the individuals listed in the Business Account Authorization and Acknowledgement Form are authorized representatives of the corporation. Further, the undersigned acknowledges and agrees that the resolution identified in Section A above is still in full force and effect and has not been rescinded, modified or amended. This certification may be relied upon by Edward Jones until such time as Edward Jones is notified in writing of such change in the information or authority reflected in this document.

The undersigned agrees to indemnify and hold harmless Edward Jones, its affiliates, agents, principals and employees for any and all claims, damages, liability, losses (including attorney fees and expenses) arising out of or related to the information provided in this form.

Further, the undersigned acknowledges that, by this form, Edward Jones has advised the undersigned to consult a legal advisor if there are any questions regarding this form and its contents.

D. Required Signature

Signature and Title ______ Ryan M. Crosby, Secretary
Printed Name and Title
Date 1/25/2022

On a roll call vote to approve the resolution:

Aye **Nay**

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

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

RESOLUTION NO 2022-01-25-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of $20,854.74 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 an FSS program participant who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

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

RESOLUTION NO. 2022-01-25-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Robert Lussier is hereby authorized to take the virtual HCV

Housing Quality Standards Inspector Training through Housing Authority Insurance

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

On a roll call vote to approve the resolution:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Noreen Biehl	

Miscellaneous: The following were reviewed by the Board:

Whittier Falls Newsletters
Commissioners Report Card – 12/31/2021
1623 SDLP Loan Update
CBM Service Coordinator Report
Thank You Letter - Greater Dover Chamber of Commerce

The Board plans on holding its next regular meeting in person at the 62 Whittier Street office at the regular date and time.

Adjournment: At 1:00 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

____
Chair Date

____
Secretary Date