

MINUTES

Regular Meeting
Dover Housing Authority
March 22, 2022, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 22, at 62 Whittier Street, Dover, NH. 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
Rachel Stansfield, Commissioner

Absent: Patricia Silberblatt, Commissioner

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Officer Juel Cooper, DHA Police Liaison; Deb Nace, Family Self-Sufficiency Coordinator; Zachary Messier, Capital Improvements Coordinator; Michele Bourasso, Family Self-Sufficiency Councilor; Cathleen Gallagher, HCV Housing Specialist; Becca Mercier, Receptionist.

Public Comment: No members of the public attended.

Minutes

Mark Moeller moved to accept the Minutes of February 22, 2022, and Noreen Biehl seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

Rachel Stansfield

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Rachel Stansfield seconded to approve the manifests for: Payroll, Public Housing, 1623 Settlement, Section 8 HCV, Addison Place/Whittier Falls Inc., and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield

Mark Moeller

Noreen Biehl

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 February-March 2022, was presented to the Commissioners by Ryan Crosby, E.D.

Officer Juel Cooper presented a report to the Board.

Zachary Messier presented an update of Capital Improvements.

Housing Statistics were reviewed and discussed.

Deb Nace updated the Board on the increased participation in the Family Self-Sufficiency Program and upcoming changes expected with the Moving to Work Program.

The following Financial Reports were presented to the Board:

- DHA Budget Comparative – 01/31/2022
- 1623 SDLP Budget Comparative – 01/31/2022
- CBM Budget Comparative – 12/31/2021
- SOCC Budget Comparative – 1/31/2022
- Statement of Cash Flow – 01/31/2022
- DHA Financial Statements – FYE 6/30/2021
- CFP 5-Year Plan 2022-2026

Wendy Tenney and James Griffin discussed the reports and the audit with the Commissioners.

Policy Reviews:

The Board reviewed the following:

Capitalization Policy
Rent Collection Policy
Personnel Policy

On a roll call vote to approve the reports:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Rachel Stansfield

Rachel Stansfield left the meeting.

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. 2022-03-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to ***Rent Collection Policy*** is hereby approved. The building name “St. John’s Housing” at 18 Chapel Street is updated to “Jack Buckley Commons”.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2022-03-22-02

WHEREAS, the Mayor and City Council recommend to re-appointment of existing members, expiring March 30, 2022, for another 3-year term to expire March 30, 2025. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same. The voting membership of the Cochecho Waterfront Development Advisory Committee shall be:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2023
Kimberly Schuman	March 30, 2023
Sean Fitzgerald	March 30, 2023
Steve Brown	March 30, 2023
Norm Fracassa, Vice Chair	March 30, 2024
Dane Drasher	March 30, 2024
Kyle Pimental	March 30, 2024
Dennis Ciotti	March 30, 2024
Otis Perry	March 30, 2025
Jack Mettee	March 30, 2025
Dana Lynch, Chair	March 30, 2025
Elizabeth Goldman	March 30, 2025

Ryan Crosby explained the resolution for membership was presented prematurely in February. The date of the Resolution was updated as shown in these Minutes.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl

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

RESOLUTION NO 2022-03-22-03

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2022.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

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

RESOLUTION NO 2022-03-22-04

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan Moving to Work Supplement FYB 2022.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2022-03-22-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Cathryn Conway-Dorr is hereby authorized to attend the 30th Annual Maine Geriatrics Conference at the Harborside Hotel, Bar Harbor, ME, June 8-11, 2022.

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2022-03-22-06

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

Nay

None

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

RESOLUTION NO. 2022-03-22-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2022-2026, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

Miscellaneous: The following were reviewed by the Board:

- Whittier Falls Newsletter
- CBM Service Coordinator Report

Adjournment: At 1:20 p.m. Mark Moeller moved to adjourn, seconded by Noreen Biehl. All agreed.

Chair Date

Secretary Date