

MINUTES

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

The Commissioners of the Dover Housing Authority held their regular meeting on Friday, April 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
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner

Absent at the time of roll call: Rachel Stansfield, Commissioner; Mark Moeller, Vice Chair

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

Public Comment: No members of the public attended.

Minutes

Noreen Biehl moved to accept the Minutes of March 22, 2022, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield

Nay

None

Noreen Biehl
Patricia Silberblatt

Manifests and Correspondence

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

Nay

None

Mark Moeller arrived at the meeting at 12:10 p.m.

Reports

Noreen Biehl moved to bring the reports to the table, seconded by Patricia Silberblatt.

Report of Executive Director (E.D.) dated March-April 2022, was presented to the Commissioners by Ryan Crosby, E.D.

Zachary Messier presented an update of Capital Improvements.

The DHA Liaison Officer Report, Housing Statistics, Family Self-Sufficiency Report, and Resident Services Report were reviewed.

The following Financial Reports were presented to the Board:

- DHA Budget Comparative – 02/28/2022
- Statement of Cash Flow – 02/28/2022
- TD Bank Account Balance Report – 03/31/2022
- Edward Jones Portfolio – 03/31/2022
- CBM Financial Statements – FYE 12/31/2021

Policy Reviews:

The Board reviewed the following:

Change Fund Policy
Procurement 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 Patricia Silberblatt:

RESOLUTION NO. 2022-04-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Zachary Messier is hereby authorized to attend the Housing Agency Procurement Assistance Seminar being held in New Orleans, LA on May 10-12, 2022.

BE IT FURTHER RESOLVED, all expenses in connection with his attendance at this training 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. 2022-04-22-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Excel Training series at the Dover Adult Learning Center in April and May, 2022 in Dover, NH.

BE IT FURTHER RESOLVED; all expenses in connection with their attendance at this training is 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. 2022-04-22-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Kathy Noel is hereby authorized to attend Project Management Institute's Project Management Professional course being held June 6-9, 2022, in Boston, MA.

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl

Nay

None

Patricia Silberblatt

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

RESOLUTION NO. 2022-04-22-04

WHEREAS, the Dover Housing Authority was approached by Susan Richman with \$500,000 to invest under a 1031 exchange,

WHEREAS, the Dover Housing Authority owns 7 Avon Avenue and 7A Avon Avenue, Dover NH and is willing to sell these two properties under the 1031 exchange and retain a small ownership percentage,

WHEREAS, the Dover Housing Authority will enter into a Management Agreement with Susan Richman to manage the two properties and ensure they are rented to Housing Choice Voucher Program participants,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is hereby authorized to execute a Purchase and Sales Agreement to sell the two Avon Avenue properties for an amount between \$400K - \$500K, under the proposed 1031 exchange.

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 by the Board:

- Whittier Falls Newsletter
- Commissioners Report Card

Adjournment: At 12:55 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair Date

Secretary Date