

MINUTES

Regular Meeting
Dover Housing Authority
July 26, 2022, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday July 26, 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 (attended remotely)

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

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Deb Nace, FSS Coordinator; Stacey Kearns, Director of the Seymour Osman Community Center

Zachary Messier, Capital Improvements Coordinator attended remotely.

Public Comment: No members of the public attended.

Minutes

Noreen Biehl moved to accept the Minutes of June 28, 2022, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl

Nay

None

Manifests and Correspondence

The check manifests were presented. Rachel Stansfield 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
Patricia Silberblatt
Noreen Biehl

Nay

None

Reports

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

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

Mark Moeller arrived at the meeting at 12:26 p.m.

Zachary Messier presented an update of Capital Improvements.

The DHA Liaison Officer Report, Housing Statistics, Family Self-Sufficiency Report, and Resident Services Report were discussed by the Board.

The following Financial Reports were presented to the Board:

- DHA Budget Comparative – 05/31/2022
- 1623 SDLP Budget Comparative – 5/31/2022
- Addison Place Budget Comparative – 5/31/2022
- Statement of Cash Flow Report – 5/31/2022
- TD Bank Account Balance Report – 6/30/2022
- Edward Jones Portfolio – 6/30/2022

Policy Reviews:

No Policies were reviewed.

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. 2022-07-26-01

WHEREAS, James Griffin, Gordon | Griffin, LLC, has provided accounting services for the Dover Housing Authority for many years; and

WHEREAS, the Dover Housing Authority and Gordon | Griffin, LLC wish to extend the fee accounting services contract for an additional three years, in accordance with terms of the contract beginning July 1, 2022,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract between Dover Housing Authority and Gordon | Griffin, LLC for fee accounting services is hereby extended for three years from July 1, 2022 to July 1, 2025.

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. 2022-07-26-02

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

Housing Authority, staff members are hereby authorized to attend the 2022 MRI (Tenmast) Users Conference, being held in New Orleans, LA October 23-26, 2022.

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

Miscellaneous: The Whittier Falls Newsletter and the Commissioners' Report Card were presented to the Board.

Timothy Granfield made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel matter. The motion was seconded by Noreen Biehl. This is in accordance with RSA 91-A:3II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a roll call vote to recess the Regular Meeting.

Aye

Timothy Granfield

Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt

The regular meeting recessed at 1:00 p.m.
The regular meeting resumed at 1:04 p.m.

The Minutes of the NonPublic Meeting were sealed.

Adjournment: At 1:04 p.m. Mark Moeller moved to adjourn the regular meeting, seconded by Noreen Biehl. All agreed.

Chair	Date
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Secretary	Date
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