

MINUTES

Regular Meeting
Dover Housing Authority
August 30, 2022, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday August 30, 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
Patricia Silberblatt, Commissioner

Absent at the time of Roll Call: 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

Public Comment: No members of the public attended.

Timothy Granfield motioned to change the regular order of business because of time constraints for himself and Mr. Moeller. Minutes, New Business and Manifests would be addressed, then other Agenda items as time allowed. All Members agreed.

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Mark Moeller moved to accept the Minutes of July 26, 2022, and Noreen Biehl seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

New Business:

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

RESOLUTION NO. 2022-08-30-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$5,054.16 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, these funds will be a partial disbursement on behalf of FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Noreen Biehl
Patricia Silberblatt

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

RESOLUTION NO 2022-08-30-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to take the Facility Management Professional Course.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance to the course 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. 2022-08-30-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Rebecca Mercier is hereby authorized to attend the Nan McKay HCV Specialist online training being held on August 29th – September 2nd,

2022.

BE IT FURTHER RESOLVED, all expenses in connection with her attendance to the 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. 2022-08-30-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Rebecca Mercier is hereby authorized to take the RAD Project-Based Voucher Specialist online training sponsored by Housing Authority Insurance (HAI).

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt

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

RESOLUTION NO. 2022-08-30-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the National FSS Conference being held in Philadelphia, PA on October 24-25, 2022.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at 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 Noreen Biehl:

RESOLUTION NO. 2022-08-30-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Granite State Managers Annual Conference being held on November 7-8, 2022, at Church Landing in Meredith, NH.

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

RESOLUTION NO 2022-08-30-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,777.82 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

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Patricia Silberblatt

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

RESOLUTION NO 2022-08-30-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the REAC Rules Workshop being held on September 8th in Waltham, MA.

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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

Rachel Stansfield arrived at the meeting at 12:10 p.m.

Reports

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

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

Zachary Messier presented a summary of Capital Improvements.

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

Deb Nace briefed the Board on the recent FSS Escrow distributions/graduations.

The following Financial Reports were tabled by the Board:

- 1623 SDLP Budget Comparative – 6/30/2022
- Addison Place Budget Comparative – 6/30/2022
- SOCC Budget Comparative – 6/30/2022
- Statement of Cash Flow Report – 6/30/2022

Policy Reviews:

No Policies were reviewed.

On a roll call vote to approve the reports:

Timothy Granfield	None
Mark Moeller	
Noreen Biehl	
Patricia Silberblatt	
Rachel Stansfield	

Old Business: There was no old business discussed.

Miscellaneous:

The following were reviewed by the Board:

Whittier Falls Newsletter
HealthTrust Return of Surplus Letter
Primex Return of Surplus

Adjournment: At 12:35 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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