

MINUTES

Regular Meeting
Dover Housing Authority
October 25, 2022, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 25, 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; Jim Gagne, Maintenance Supervisor; Stacey Kearns, Director of the Seymour Osman Community Center; Zachary Messier, Capital Improvements Coordinator; Becca Mercier, HCV Specialist; Sarah Champagne, Receptionist

Public Comment: No members of the public attended.

Minutes

Patricia Silberblatt moved to accept the Minutes of September 27, 2022, and Noreen Biehl 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. Patricia Silberblatt 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

Noreen Biehl

Patricia Silberblatt

Nay

None

Reports

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

Report of Executive Director (E.D.) dated September-October 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

and the FSS Report were presented by the Board.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – 8/31/2022
- 1623 SDLP Budget Comparative – 8/31/2022
- Addison Place Budget Comparative – 8/31/2022
- Statement of Cash Flow Report – 8/31/2022
- TD Bank Account Balance Report – 9/30/2022
- Edward Jones Portfolio – 9/30/2022

Policy: Commissioner Travel and Expense Policy and Procedure was reviewed by the Board.

Old Business: None

Mark Moeller arrived at the Meeting at 12:15

New Business:

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

RESOLUTION NO. 2022-10-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay FSS Training being held in Charleston, WV on December 6-8, 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

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 2022-10-25-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$9,769.68 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 FSS program participants who have successfully completed the requirements of their Contract of Participation.

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. 2022-10-25-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$761.20 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
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. 2022-10-25-04

WHEREAS, Marcum LLP has provided exemplary audit services for the Dover Housing Authority under the current three-year contract; and

WHEREAS, the Dover Housing Authority and Marcum LLP wish to extend the audit services contract for an additional two years,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to extend the audit services contract with Marcum LLP, Certified Public Accountants, Boston, MA, in the amount of \$23,000 for the fiscal year end 6/30/2022 audit and \$24,000 for the fiscal year end 6/30/2023 audit.

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. 2022-10-25-05

WHEREAS, the attached is a list of vacated tenants of Whittier Falls Housing; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the 1623 Settlement Dover Limited Partnership Operating Budget for fiscal year 2022 makes provision for writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Whittier Falls Housing write-offs in the amount of \$9,105.28 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 following were reviewed by the Board:

Holiday Donations/Volunteers Needed
Whittier Falls Newsletter
Commissioners' Report Card

Adjournment: At 1:03 p.m. Mark Moeller moved to adjourn the regular meeting, seconded by Noreen Biehl. All agreed.

Chair Date

Secretary Date