

MINUTES

Regular Meeting
Dover Housing Authority
November 29, 2022, 12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 29, at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order at 12:30 p.m.

Roll Call

Timothy Granfield, Chair
Noreen Biehl, Commissioner
Patricia Silberblatt, Commissioner
Laurie Young, Commissioner

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

Absent at the time of Roll Call: Mark Moeller, Vice Chair

Timothy Granfield welcomed Laurie Young, appointed Commissioner by the City. Ms. Young took the Oath of Office to the Dover Housing Authority Board.

Public Comment: No members of the public attended.

Minutes

Noreen Biehl moved to accept the Minutes of October 25, 2022, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Patricia Silberblatt
Noreen Biehl
Laurie Young

Nay

None

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
Noreen Biehl
Patricia Silberblatt
Laurie Young

Nay

None

Reports

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

Report of Executive Director (E.D.) dated October-November 2022, was presented

to the Commissioners by Ryan Crosby, E.D.

Mark Moeller arrived at the meeting at 12:15.

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. Timothy Granfield requested a Moving to Work report be added to the Monthly Packet. Kathy Noel agreed to submit the report starting in January. Mr. Granfield and the other Commissioners agreed the Housing Stats monthly report cards would no longer be required.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – 9/30/2022
- 1623 SDLP Budget Comparative – 9/30/2022
- Addison Place Budget Comparative – 9/30/2022
- CBM Budget Comparative – 9/30/2022
- Statement of Cash Flow Report – 9/30/2022

Policy: The following Policies were reviewed:

Investment Policy
ACOP-Revision

Old Business: None

New Business:

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

RESOLUTION NO 2022-11-29-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$5,218.02 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
Noreen Biehl
Patricia Silberblatt
Laurie Young

Nay

None

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

RESOLUTION NO. 2022-11-29-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Nan McKay HCV and Public Housing Rent Calculation training, to be hosted by Manchester Housing Authority, date to be determined for this winter 2022-2023, in Manchester, NH.

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
Laurie Young

Nay

None

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

RESOLUTION NO. 2022-11-29-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Admissions and Continued Occupancy Policy** is hereby approved, as attached.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Laurie Young

Nay

None

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

RESOLUTION NO. 2022-11-29-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$669.50 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 an FSS program participant to help achieve their FSS goals.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt
Laurie Young

Nay

None

Miscellaneous:

The following were reviewed by the Board:

Whittier Falls Newsletter
HAI- Low Loss Ratio Award
CBM Service Coordinator Report

Timothy Granfield reminded the Members the next Board Meeting would be on

January 24. There would be no December meeting.

Adjournment: At 1:25 p.m. Mark Moeller moved to adjourn the regular meeting, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date