

MINUTES

Regular Meeting
Dover Housing Authority
January 31, 2023, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 31, at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order at 12:00 p.m. The Meeting was postponed from January 24, 2023 due to inclement weather.

Roll Call

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

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Zachary Messier, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Sergeant Juel Cooper, DHA Police Liaison

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

Public Comment: No members of the public attended.

Minutes

Noreen Biehl moved to accept the Minutes of November 29, 2022, and Laurie Young seconded.

On a roll call vote to approve the Minutes:

Aye

Nay

Timothy Granfield	None
Patricia Silberblatt	
Noreen Biehl	
Laurie Young	

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Laurie Young 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:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Noreen Biehl	
Patricia Silberblatt	
Laurie Young	

Reports

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

Report of Executive Director (E.D.) dated December 2022 -January 2023, 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.

Kathy Noel presented an update on the Moving to Work Program.

Ryan Crosby announced Juel Cooper would be moving on from her position as DHA Police Liaison and has been promoted to Sergeant. A replacement for the DHA Liaison would start in February.

Sergeant Cooper presented her report to the Board. The Board thanked her for her service.

Housing Statistics, and Resident Services Report and the FSS Report were reviewed by the Board.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – 11/30/2022
- 1623 SDLP Budget Comparative – 10/31/2022
- Addison Place Budget Comparative – 11/30/2022
- CBM Budget Comparative – 11/30/2022
- Statement of Cash Flow Report – 11/30/2022
- TD Bank Account Balance Report – 12/31/2022
- Edward Jones Portfolio – 12/31/2022
- 1623 SDLP Financial Statements – 10/31/2022
- Cyber Insurance Coverage

Policy Reviews:

The following Policies were reviewed:

Risk Control Policy

FSS Action Plan with MTW revisions
ACOP with MTW revisions
Admin Plan with MTW revisions

Old Business: None

New Business:

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

RESOLUTION NO. 2023-01-31-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Family Self-Sufficiency Action Plan 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. 2023-01-31-02

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 Patricia Silberblatt:

RESOLUTION NO. 2023-01-31-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Administrative Plan** is hereby approved, as attached

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Patricia Silberblatt

Nay

None

Laurie Young

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

RESOLUTION NO 2023-01-31-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,010.93 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 2023-01-31-05

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

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Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,892.06 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

Laurie Young

Nay

None

Miscellaneous: The following were reviewed by the Board:

Whittier Falls Newsletters December/January

1623 SDLP Loan Update

Commissioners Report Card

CBM Service Coordinator Report

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

Chair

Date

Secretary

Date