

MINUTES

Regular Meeting
Dover Housing Authority
February 28, 2023, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 28, at 62 Whittier Street, Dover, NH. Mark Moeller, Vice Chair, called the meeting to order at 12:03 p.m.

Roll Call

Mark Moeller, Vice Chair was present.

Noreen Biehl, Commissioner; Patricia Silberblatt, Commissioner; and Laurie Young, Commissioner attended the meeting by conference call.

Also present: Ryan Crosby, Executive Director; Zachary Messier, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Steve Acton, Maintenance Foreman

Absent: Timothy Granfield, Chair

Public Comment: No members of the public attended.

Minutes

Noreen Biehl moved to accept the Minutes of January 31, 2023, and Laurie Young seconded.

On a roll call vote to approve the Minutes:

Aye

Mark Moeller

Nay

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:

Aye

Mark Moeller
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 January-February, was presented to the Commissioners by Ryan Crosby, E.D.

Zachary Messier presented a summary of Capital Improvements.

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

Ryan Crosby presented the following reports to the Board: DHA Liaison Officer Report, Housing Statistics, FSS Report and the Resident Services Report.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – 12/31/2022
- 1623 SDLP Budget Comparative – 1/31/2023
- Addison Place Budget Comparative – 12/31/2022
- Statement of Cash Flow Report – 12/31/2022
- SOCC Financial Statements – 6/30/2022

Policy Reviews:

The Disposition Policy was reviewed, and no changes were recommended.

Old Business: None

New Business:

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2023-02-28-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Ryan Crosby, Cathryn Conway-Dorr, Mark Leno, Michele Bourasso, and Deb Nace are hereby authorized to attend the 25th Annual New England Resident Service Coordinators, Inc. conference at the Mohegan Sun, Uncasville, CT, May 3-5, 2023.

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

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Laurie Young

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2023-02-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Ryan Crosby and Zachary Messier are hereby authorized to attend the Housing Agency Procurement Assistance Procurement and Contracts Management Seminar being held in San Antonio, TX on May 16-18, 2023.

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

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Nay

None

Laurie Young

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt:

RESOLUTION NO. 2023-02-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$154.65 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

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Laurie Young

Nay

None

Miscellaneous: Whittier Falls Newsletter was reviewed by the Board.

Adjournment: At 1:00 p.m. Noreen Biehl moved to adjourn the Regular Meeting, seconded by Patricia Silberblatt. All agreed.

Chair

Date

Secretary

Date