

MINUTES

Regular Meeting
Dover Housing Authority
July 25, 2023, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 25, 2023, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

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

Absent: Mark Moeller, Vice Chair; Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Jim Gagne, Maintenance Supervisor; Kathy Noel, Administrative Assistant; Officer Bryon Gore, Police Liaison; Roxanne Osgood, Housing Officer; Deb Nace, FSS Coordinator; Cathryn Conway-Dorr, Senior Services Coordinator; Stacey Kearns, Family Services Director

Public Comment: No comment.

Minutes

Noreen Biehl moved to accept the Minutes of June 27, 2023, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Noreen Biehl

Nay

None

Patricia Silberblatt

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

Nay

None

Reports

Patricia Silberblatt made a motion to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director (E.D.) dated June-July, was presented by Ryan Crosby.

The following reports were presented to the Board: Capital Improvements, DHA Liaison, Housing Statistics, Moving to Work, Family Self-sufficiency, and Resident Services.

Senior Services Coordinator, Cathryn Conway-Dorr reported upcoming events.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – 05/31/2023

- 1623 SDLP Budget Comparative – 05/31/2023
- Addison Place Budget Comparative – 05/31/2023
- Statement of Cash Flow Report – 05/31/2023
- TD Bank Account Balance Report – 6/30/2023
- Edward Jones Portfolio – 6/30/2023
- Whittier Falls, Inc. Financial Statements – 12/31/2022

Policy Reviews: The following was reviewed with recommended changes:

Admin Policy

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

Old Business: There was no Old Business brought before the Board.

New Business:

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

RESOLUTION NO 2023-07-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend US Housing Consultant's NSPIRE Standards and Protocols Training in Boston, MA on August 10, 2023

BE IT FURTHER RESOLVED, all expenses in connection with attendance at

the training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2023-07-25-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff members are hereby authorized to attend the 2023 MRI Ascend Users Conference, being held in Chicago, IL on October 24-27, 2023.

BE IT FURTHER RESOLVED, all expenses related to this conference are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

RESOLUTION NO. 2023-07-25-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Administrative Plan** is hereby approved, and includes the following:

"PHA Policy

Effective September 1, 2023, the PHA has established a new payment standard schedule for each unit size, through approval of the 2023 MTW supplement to the PHA plan. The waiver increases payments standards to 120 percent of the HUD published FMR."

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2023-07-25-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Housing Opportunity Through Modernization Act (HOTMA) Summit in Uncasville, CT August 30-31, 2023

BE IT FURTHER RESOLVED, all expenses in connection with attendance at the training are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

Noreen Biehl moved to bring the following resolution to the table, seconded by Patricia Silberblatt: See next page.

RESOLUTION NO 2023-07-25-05

Certificate of Authority # 1

Dover Housing Authority

Corporate Resolution

I, Timothy Granfield, hereby certify that I am duly elected Clerk/Secretary/Officer of
(Name)

Dover Housing Authority. I hereby certify the following is a true copy of a vote taken at
(Name of Corporation)

a meeting of the Board of Directors/shareholders, duly called and held on July 25, 2023,

at which a quorum of the Directors/shareholders were present and voting.

VOTED: That Ryan M. Crosby, Executive Director (may list more than one person) is
(Name and Title)

duly authorized to enter into contracts or agreements on behalf of

Dover Housing Authority with the State of New Hampshire and any of
(Name of Corporation)

its agencies or departments and further is authorized to execute any documents

which may in his/her judgment be desirable or necessary to effect the purpose of
this vote.

I hereby certify that said vote has not been amended or repealed and remains in full force
and effect as of the date of the contract to which this certificate is attached. This authority
remains valid for thirty (30) days from the date of this Corporate Resolution. I further certify
that it is understood that the State of New Hampshire will rely on this certificate as evidence that
the person(s) listed above currently occupy the position(s) indicated and that they have full
authority to bind the corporation. To the extent that there are any limits on the authority of any
listed individual to bind the corporation in contracts with the State of New Hampshire, all such
limitations are expressly stated herein.

DATED: July 25, 2023

ATTEST:

7 (e)
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2023-07-25-06

Certificate of Authority # 2

Dover Housing Authority

Corporate Bylaws

I, Timothy Granfield, **hereby certify** that I am duly elected Clerk/Secretary/Officer of Dover Housing Authority. I hereby certify the following is a true copy of the current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or Articles of Incorporation authorize the following officers or positions to bind the Corporation for contractual obligations: Secretary, Executive Director.

I further certify that the following individuals currently hold the office or positions authorized: Ryan M. Crosby.

I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person listed above currently occupies the position indicated and that they have full authority to bind the corporation. This authority **shall remain valid for thirty (30) days** from the date of this certificate.

DATED: July 25, 2023

ATTEST: _____
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Noreen Biehl
Patricia Silberblatt

Nay

None

Miscellaneous: The following were reviewed by the Commissioners:

Whittier Falls Newsletter
Commissioners Report Card
1623 SDLP Loan Update

Adjournment: At 12:50 p.m. Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Noreen Biehl. All agreed.

Chair

Date

Secretary

Date