

MINUTES

Regular Meeting
Dover Housing Authority
August 22, 2023, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 22, 2023, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

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

Absent: Mark Moeller, Vice Chair; Noreen Biehl, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Jim Gagne, Maintenance Supervisor; Kathy Noel, Administrative Assistant; Zach Messier, Capital Improvements Coordinator

Public Comment: No comment.

Minutes

Patricia Silberblatt moved to bring before the Board the Minutes of July 25, 2023, and Laurie Young seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Patricia Silberblatt

Nay

Abstained

Laurie Young

The July 25, 2023 Minutes will be brought before the Board at the next regular

meeting for a vote.

Manifests and Correspondence

The check manifests were presented. Laurie Young 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
Patricia Silberblatt
Laurie Young

Nay

None

Reports

Patricia Silberblatt made a motion to bring the reports to the table, seconded by Laurie Young.

Report of Executive Director (E.D.) dated July-August, 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.

The following Financial Reports were reviewed by the Board:

- DHA Budget Comparative – None this month
- 1623 SDLP Budget Comparative – 06/30/2023
- Addison Place Budget Comparative – 06/30/2023

- Statement of Cash Flow Report – 06/30/2023

Policy Reviews: The following was reviewed with recommended changes:

Procurement Policy

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Patricia Silberblatt
Laurie Young

Nay

None

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

New Business:

Laurie Young moved to bring the following resolution to the table, seconded by Patricia Silberblatt.

RESOLUTION NO. 2023-08-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the revised ***Procurement Policy*** is hereby adopted.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Laurie Young

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded

by Laurie Young:

RESOLUTION NO. 2023-08-22-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$16,336.29 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
Patricia Silberblatt
Laurie Young

Nay

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Laurie Young:

RESOLUTION NO. 2023-08-22-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$311.76** 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 have been forfeited by program participants who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating

account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Patricia Silberblatt
Laurie Young

Nay

None

Miscellaneous: The following were reviewed by the Commissioners:

Whittier Falls Newsletter
Thank you letter from Dover Police Department

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

Chair Date

Secretary Date