

MINUTES

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

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 31, 2023, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Laurie Young, Commissioner
Noreen Biehl, Commissioner

Absent: Patricia Silberblatt, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Zach Messier, Capital Improvements Coordinator; Jim Gane, Maintenance Supervisor; Chris Leigh, Maintenance; Officer Bryon Gore, DHA Liaison; Officer Sean Ryan, Dover PD

Public Comment: No public comments.

Minutes

Mark Moeller moved to bring before the Board the Minutes of September 26, 2023, and Noreen Biehl seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Mark Moeller
Laurie Young

Nay

None

Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller 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

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

Reports

Mark Moeller motioned to bring the reports to the table, seconded by Noreen Biehl.

Report of Executive Director (E.D.) dated September-October, 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 – 8/31/2023
- 1623 SDLP Budget Comparative – 08/31/2023

- Addison Place Budget Comparative – 08/31/2023
- Statement of Cash Flow Report – 08/31/2023
- TD Bank Account Balance Report – 9/30/2023
- Edward Jones Portfolio – 9/30/2023

Policy Reviews: The following Policies were reviewed: Commissioners Travel and Expense Policy with no changes recommended; Personnel Policy with changes recommended; Admissions and Continued Occupancy Policy with changes recommended.

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

New Business:

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

RESOLUTION NO. 2023-11-31-01

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2023-10-31-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$35,015.18 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 FSS program participants who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2023-10-31-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,090.69 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
Laurie Young
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2023-10-31-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Personnel Policy** is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

Noreen Biehl:

RESOLUTION NO. 2023-10-31-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director and Commissioners are hereby authorized to attend the PHADA 2024 Commissioners' Conference and Training, January 7-10, 2024, at the Manchester Grand Hyatt, San Diego, CA.

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
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2023-10-31-06

WHEREAS, the attached is a list of vacated tenants of Whittier Falls Housing; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the 1623 Settlement Dover Limited Partnership Operating Budget for fiscal year 2023 makes provision for writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Whittier Falls Housing write-offs in the amount of \$18,715.87 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

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

RESOLUTION NO 2023-10-31-07

WHEREAS, the Dover Housing Authority is seeking to dispose of two steel-caster sanders, one 8' straight blade plow and one 9' straight blade plow; and

WHEREAS, both sanders are showing major signs of rust and are in poor condition, and both plows are non-functioning; and

WHEREAS, the Dover Housing Authority has made a reasonable exploration of the local market and informal bids have been made in writing from all prospective purchasers,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the trade in value for all the above stated equipment be

accepted from Fisher Plows of Lee in the total amount of \$2800.00

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Noreen Biehl

Nay

None

Miscellaneous: The following were reviewed by the Commissioners:

Whittier Falls Newsletter
Commissioners Report Card

Adjournment: At 1:02 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Noreen Biehl. All agreed.

Chair _____ Date _____

Secretary _____ Date _____