

MINUTES

Regular Meeting
Dover Housing Authority
April 23, 2024, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 23 2024, 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
Patricia Silberblatt, Commissioner
Noreen Biehl, Commissioner
Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Zach Messier, Capital Improvements Coordinator; Chris Leigh, Maintenance Supervisor; Chris Allen, Maintenance Supervisor; Cathryn Conway-Dorr, Senior Service Coordinator; Kathy Noel, Administrative Assistant

Public Comment: None

Minutes

Mark Moeller moved to bring before the Board the Regular Meeting Minutes and Nonpublic Session Minutes of March 26, 2024, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Mark Moeller
Laurie Young

Nay

None

Patricia Silberblatt
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller 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
Mark Moeller
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

Reports: Mark Moeller motioned to bring the reports to the table, seconded by Patricia Silberblatt.

Ryan Crosby gave a verbal update to the Board as the Executive Director for March-April.

Zachary Messier presented the Capital Improvements Report and Kathy Noel presented the Moving to Work Report. The following reports were also reviewed: Housing Statistics, Family Self-sufficiency, and Resident Services.

The following Financial Reports were presented by Wendy Tenney and discussed with the Board:

- DHA Budget Comparative – 02/29/2024

- 1623 SDLP Budget Comparative – 02/29/2024
- SOCC Budget Comparative – 02/29/2024
- Statement of Cash Flow Report – 02/29/2024
- TD Bank Account Balance Report
- Edward Jones Portfolio
- CBM Financial Statements – FYE 12/31/2023

Policy Reviews:

The Change Fund Policy was reviewed.

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Patricia Silberblatt
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. 2024-04-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$3545.67 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 partial disbursements on behalf of an FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The Whittier Falls Newsletter and Commissioners Report Card was reviewed by the Board.

Mark Moeller made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel Matter. The motion was seconded by Noreen Biehl. This is in accordance with RSA 91-A:3II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a roll call vote to recess the Regular Meeting.

Aye

Timothy Granfield
Mark Moeller
Laurie Young

Nay

None

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Patricia Silberblatt
Noreen Biehl

The regular meeting recessed at 12:55 p.m.

The regular meeting resumed at 1:36 p.m.

Adjournment: At 1:36 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Noreen Biehl. All agreed.

Chair Date

Secretary Date