

MINUTES

Regular Meeting
Dover Housing Authority
March 26, 2024, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 26, 2024, 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
Noreen Biehl, Commissioner
Laurie Young, Commissioner

Absent: Mark Moeller, Vice Chair

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; James Griffin, Accountant; Officer Bryon Gore, DHA Liaison Officer

Public Comment: None

Minutes

Noreen Biehl moved to bring before the Board the Minutes of January 23, 2024, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield

Nay

None

Abstained

Laurie Young

Patricia Silberblatt
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Noreen Biehl moved, and Patricia Silberblatt 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
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

Reports: Noreen Biehl motioned to bring the reports to the table, seconded by Patricia Silberblatt.

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

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

Officer Bryon Gore presented an oral report to the Board as the DHA Police Liaison Officer.

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

- DHA Budget Comparative – 01/31/2024

- DHA Budget Comparative – 12/31/2023
- 1623 SDLP Budget Comparative – 01/31/2024
- 1623 SDLP Budget Comparative – 12/31/2023
- Addison Place Budget Comparative – 12/31/2023
- CBM Budget Comparative – 12/31/2023
- SOCC Budget Comparative – 12/31/2023
- Statement of Cash Flow Report – 01/31/2024
- Statement of Cash Flow Report – 12/31/2023
- DHA Financial Statements FYE 06/30/2023
- SOCC Financial Statements FYE 06/30/2023

Policy Reviews:

The following Policies were reviewed:

Disposition Policy

Capitalization Policy

Rent Collection Policy

On a roll call vote to approve the Reports:

Aye

Timothy Granfield

Laurie Young

Patricia Silberblatt

Noreen Biehl

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 2024-03-26-01

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2024;

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting March 26, 2024.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO 2024-03-26-02

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the Moving to Work Supplement to the PHA Annual Plan FYB 2024;

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting March 26, 2024.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

None

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

RESOLUTION NO. 2024-03-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,544.41 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
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO 2024-03-26-04

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

\$20,955.21 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
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-03-26-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$3,000.00 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
Laurie Young

Nay

None

Patricia Silberblatt
Noreen Biehl

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

RESOLUTION NO. 2024-03-26-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the revised ***Maintenance Charge Schedule*** is hereby adopted.

Above is a true and correct copy of the resolution passed by the Commissioners of the Dover Housing Authority at their regular meeting March 26, 2024.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-03-26-07

WHEREAS, the Mayor and City Council recommend to reappoint Norm Fracassa, Dane Drasher, and Kyle Pimental for another 3-year term and appoint Cliff Blake for a 3-year term to expire March 30, 2027. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.

The voting membership of the Cocheco Waterfront Development Advisory Committee shall be:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2026
Kimberly Schuman	March 30, 2026
Sean Fitzgerald	March 30, 2026
Steve Brown	March 30, 2026
Norm Fracassa	March 30, 2027
Dane Drasher	March 30, 2027
Kyle Pimental	March 30, 2027
Cliff Blake	March 30, 2027
Otis Perry	March 30, 2025
Jack Mettee	March 30, 2025
Dana Lynch, Chair	March 30, 2025
Elizabeth Goldman	March 30, 2025

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-03-26-08

WHEREAS Camp Quinebarge is an independent Camp accredited by the American Camp Association and licensed by the state of New Hampshire,

WHEREAS, Tuition during the summer of 2024 cost is \$1500 per session (with up to 2 sessions per summer) per camper.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Director of Family Services is hereby authorized to use the Laughton Scholarship to pay the summer camp tuition for two children for a total of \$6000.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-03-26-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2024-2028, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed by the

Commissioners.

Noreen Biehl made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel Matter. The motion was seconded by Laurie Young. 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
Laurie Young
Patricia Silberblatt
Noreen Biehl

Nay

None

The regular meeting recessed at 1:16 p.m.

The regular meeting resumed at 1:37 p.m.

Adjournment: At 1:37 p.m. Noreen Biehl moved to adjourn the Regular Meeting, seconded by Laurie Young. All agreed.

Chair

Date

Secretary

Date