

MINUTES

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

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 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

Absent: Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Zach Messier, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Chris Leigh, Maintenance; Cathryn Conway-Dorr, Senior Service Coordinator; Stephanie Caswell, Director of Fundraising, Berwick Academy

Public Comment: Stephanie Caswell gave a short presentation to the Commissioners on the Berwick Academy Scholarship Program, the Recipients of the Scholarships and the continued Partnership with the Dover Housing Authority.

Minutes

Mark Moeller moved to bring before the Board the Minutes of November 28, 2023, and Noreen Biehl seconded.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt
Noreen Biehl

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl moved 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
Patricia Silberblatt
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 January, was presented by Ryan Crosby.

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

Cathryn Conway-Dorr gave an oral report to the Commissioners on the Senior Services Program.

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

- DHA Budget Comparative – 11/30/2023
- 1623 SDLP Budget Comparative – 11/30/2023
- Addison Place Budget Comparative – 11/30/2023
- CBM Budget Comparative – 10/31/2023
- Statement of Cash Flow Report – 11/30/2023
- TD Bank Account Balance Report – 12/31/2023
- Edward Jones Portfolio – 12/31/2023
- 1623 SDLP Financial Statements – FYE 10/31/2023

Policy Reviews: The Risk Control Policy was reviewed.

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Mark Moeller
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. 2024-01-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$4,150.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-01-23-02

NOW COME, the Board of Commissioners of the Dover Housing Authority who waive notice of an Annual Meeting, and who elect officers of the Seymour Osman Community Center:

WHEREAS, the following are nominated by a person currently serving on the DHA Board of Commissioners:

1. Roseanne Drysdale
2. Lisa Meconi
3. Angel Strout
4. Cory Strout

WHEREAS, the said nominated persons demonstrate an interest in youth development, parent support and outreach, crime prevention programs, mentoring and housing support services; and

WHEREAS, the Board of Commissioners shall make the final determination in any question of matter concerning eligibility to become a member,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, the above named begin serving term on the Seymour Osman Community Center Board of Directors immediately following the close of this meeting.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-01-23-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the 26th Annual New England Resident Service Coordinators, Inc. conference at the Mohegan Sun, Uncasville, CT, April 30 – May 3, 2024.

BE IT FURTHER RESOLVED, all expenses in connection with their attendance at this conference are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-01-23-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Cathryn Conway-Dorr is hereby authorized to attend the Annual Maine Geriatrics Conference in Bar Harbor, ME, May 22-24, 2024.

BE IT FURTHER RESOLVED, all expenses in connection with her attendance to this conference are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

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

RESOLUTION NO. 2024-01-23-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Moving to Work (MTW) Collaborative Conference being held in Washington, DC on April 2-4, 2024.

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Noreen Biehl

Nay

None

Miscellaneous: The following was reviewed by the Commissioners:

Whittier Falls Newsletter
Commissioners Report Card
1623 SDLP Loan Update
CBM Service Coordinator Report – December 2023

Adjournment: At 1:21 p.m. Noreen Biehl moved to adjourn the Regular Meeting, seconded by Mark Moeller. All agreed.

Chair

Date

Secretary

Date