MINUTES

Regular Meeting
Dover Housing Authority
August 27, 2024, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 27, 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
Krysta Gingue, Commissioner
Patricia Silberblatt, Commissioner

Absent: Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Finance Director; Chris Leigh, Maintenance Supervisor/Capital Funds; Chris Allen, Maintenance Supervisor/Capital Funds; Cathryn Conway-Dorr, Director of Services Coordinator; Kathy Noel, Administrative Assistant; Officer Bryon Gore, DHA Liaison Officer; James Griffin, Accountant; Jordan Lowery, Resident Services Intern

Public Comment: No members of the public attended.

Minutes

Krysta Gingue moved to bring before the Board the Minutes of the Regular Meeting on July 30, 2024. Patricia Silberblatt seconded the motion.

On a roll call vote to approve the Minutes:

Aye	**Nay**
Timothy Granfield	None

Mark Moeller
Krysta Gingue
Patricia Silberblatt

Manifests and Correspondence

The check manifests were presented. Krysta Gingue 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	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Patricia Silberblatt	

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

Ryan Crosby presented the Executive Director Report to the Board for July-August 2024.

Several other reports were presented. Chris Allen gave an update of Capital Improvements. Officer Bryon Gore gave his DHA Liaison report, Kathy Noel presented the Moving to Work update, and Cathryn Conway-Dorr presented the Director of Resident Services report.

The Executive Director also summarized the Family Self sufficiency and Resident Service Report for the Commissioners.

The following Policy was reviewed:
Procurement Policy

Dian Maruca presented an update on Housing Statistics.

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

- DHA Budget Comparative – 06/30/2024
- 1623 SDLP Budget Comparative – 06/30/2024
- Addison Place Budget Comparative – 06/30/2024
- Statement of Cash Flows – 6/30/2024

On a roll call vote to approve the Reports:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Patricia Silberblatt	

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 Krysta Gingue.

RESOLUTION NO. 2024-08-27-01

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 2025 Commissioners' Conference, January 5-8, 2025 at the Hyatt Regency Miami Hotel, in Miami, FL or the PHADA 2025 Convention and Exhibition, May 13-16, 2025 at the Hyatt Regency Seattle, in Seattle WA.

BE IT FURTHER RESOLVED, all expenses related to this conference or convention are hereby approved.

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Patricia Silberblatt	

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

RESOLUTION NO. 2024-08-27-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of $4,211.63 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 FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	

Krysta Gingue
Patricia Silberblatt

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

RESOLUTION NO. 2024-08-27-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **$557.13** 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 a program participant 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	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Patricia Silberblatt	

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

RESOLUTION NO. 2024-08-27-04

WHEREAS, DHA is involved in a LIHTC real estate deal for development of a multifamily, supportive housing project located at 14 Broadway in Dover, NH; and

DHA has been selected by the Developer to act as managing agent for said property, once constructed;

WHEREAS, conditions within the deal have changed, and now the developer requests DHA assume the role of Owner of this property, for the purpose of increasing the competitiveness of the LIHTC application;

WHEREAS, the Executive Director has conducted due diligence on all aspects of this real estate deal, and has viewed the proposal for construction of this property, along with all relevant documents pertaining to this deal, and has assessed the advantage of adding it to the Dover Housing Authority portfolio; and

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority hereby authorize the Executive Director to enter into agreements with the Developer, and to act as Owner and Management Agent for the development project located at 14 Broadway, Dover, NH; and to offer up to Seven Hundred Thousand Dollars ($700,000), contingent upon:

a) the Executive Director's ability to secure external funding through grants, no-interest loans, or other politically-directed appropriation of funds; and/or to secure a collateralized, short-term loan product with a low interest rate in order to facilitate this deal;
b) and that no funds will come from DHA reserves to apply to this project.

The Executive Director is further authorized to sign all relevant closing documents for the completion of the transaction.

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	

Patricia Silberblatt

Miscellaneous: The Whittier Falls Newsletter was reviewed by the Board.

Adjournment: At 12:47 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Krysta Gingue. All agreed.

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Chair Date

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Secretary Date