

MINUTES

Regular Meeting
Dover Housing Authority
October 22, 2024, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 22, 2024, at 62 Whittier Street, Dover, NH. Mark Moeller called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Laurie Young, Commissioner
Krysta Gingue, Commissioner
Patricia Silberblatt, Commissioner

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

Public Comment: No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meetings on August 27, 2024 and September 24, 2024. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes of August 27, 2024:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue

Nay

None

Abstained

Laurie Young

Patricia Silberblatt

The Motion passed.

On a roll call vote to approve the Minutes of September 24, 2024:

<u>Aye</u>	<u>Nay</u>	<u>Abstained</u>
Timothy Granfield	None	Krysta Gingue
Mark Moeller		
Laurie Young		
Patricia Silberblatt		

The Motion passed.

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, and Addison Place/Whittier Falls Inc.

On a roll call vote to approve the manifests:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mark Moeller	
Laurie Young	
Krysta Gingue	
Patricia Silberblatt	

Reports: Mark Moeller motioned to bring the reports to the table, seconded by Krysta Gingue.

Ryan Crosby presented the Executive Director report to the Board for September-

October 2024. Ryan Crosby then discussed an upcoming Planning Board meeting, in which he intended to speak out about a perceived conflict of interest involving a Dover City Councilor, who is also the City Councilor liaison to the Planning Board. Director Crosby asked the Commissioners for their approval and permission to make a written statement to the Planning Board on behalf of the Commissioners and the Executive Director, indicating DHA's disapproval of the conflict of interest and the plans as submitted. All Commissioners present indicated their verbal consent. Laurie Smith-Young asked if this was the same City Councilor who was developing property on Sixth Street; Ryan Crosby responded that it was.

Several other reports were presented. Chris Allen gave an update on Capital Improvements. Kathy Noel presented the Moving to Work update, and Cathryn Conway-Dorr presented Resident Services Reports.

The following Policies were reviewed:

- Commissioners Travel and Expense Policy
- Pet Addendum - New
- Parking Policy - New
- Late Fee Policy – New
- Plumbing Policy -- New

Dian Maruca presented an update on Housing Statistics.

The following Financial Reports were presented.

- DHA Budget Comparative – 08/31/2024
- 1623 SDLP Budget Comparative – 08/31/2024
- Addison Place Budget Comparative – 08/31/2024
- Statement of Cash Flows – 8/31/2024
- TD Bank Account Balance Report – 9/30/2024

- Edward Jones Portfolio – 9/30/2024

On a roll call vote to approve the Reports:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

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 Krysta Gingue.

RESOLUTION NO. 2024-10-22-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the **Pet Addendum** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

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

Krysta Gingue.

RESOLUTION NO. 2024-10-22-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the DHA Parking Policy is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the **Late Fee Policy** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,697.95 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
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$16,246.64 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 an FSS

program participant 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
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-06

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 Arlington, VA on April 29th – May 1st, 2025.

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
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-07

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 Whittier Falls Inc. Operating Budget for fiscal year 2024 makes provision to transfer these amounts to an internal collection loss account on the balance sheet; and,

WHEREAS, the internal transfer of these unpaid balances does not preclude the tenant from still owing the unpaid balance;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, Whittier Falls Inc., the journal entry to transfer unpaid balances totaling **\$1,911.89**, as detailed on the attached list, are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young

Nay

None

Krysta Gingue
Patricia Silberblatt

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

RESOLUTION NO. 2024-10-22-08

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 2024 makes provision to transfer these amounts to an internal collection loss account on the balance sheet; and,

WHEREAS, the internal transfer of these unpaid balances does not preclude the tenant from still owing the unpaid balance;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, Whittier Falls Housing, the journal entry to transfer unpaid balances totaling \$7,288.65, as detailed on the attached list, are hereby approved.

On a roll call vote to approve the Resolution:

Aye
Timothy Granfield
Mark Moeller

Nay
None

Laurie Young
Krysta Gingue
Patricia Silberblatt

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

RESOLUTION NO. 2024-10-22-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the DHA **Plumbing Policy** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2024-10-22-10

WHEREAS, the property located directly abutting the Whittier Falls neighborhood is available for purchase; the property is located at 9 Avon Street; and

WHEREAS, the Executive Director and staff viewed the property and assessed the best use of the property is to acquire and redevelop the existing house; and

WHEREAS, the highest and best use of the property is to redevelop the property to provide a home for use to advance the Mission of the Dover Housing Authority to provide permanent income-based affordable housing; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby authorize the Executive Director to sign an offer to purchase real estate located at 9 Avon Street in an amount not to exceed Four-Hundred-Fifty-Thousand (\$450,000) dollars; with it understood that 20% of the total purchase price will be needed as a down payment on the mortgage (not to exceed \$90,000); and that this authorization comes with the following stipulations: that the Executive Director will secure a mortgage for the purchase of this property; and that due diligence, in the form of a DHA-selected home inspector, will be performed to determine the true and accurate status of the home before purchase.

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Laurie Young
Krysta Gingue
Patricia Silberblatt

Nay

None

Miscellaneous: The following were reviewed by the Board:

Whittier Falls Newsletter
1623 SDLP Loan Update
Commissioner's Report Card

At the close of regular business, Ryan Crosby and the Board Members accepted Patricia Silberblatt's resignation. The Commissioners thanked Patricia Silberblatt for her support and 10 years of service on the Board and welcomed her to attend future meetings.

Adjournment: At 1:20 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Krysta Gingue. All agreed.

Chair Date

Secretary Date