

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
June 18, 2024, 12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 18, 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  
Laurie Young, Commissioner  
Krysta Gingue, Commissioner

Absent: Mark Moeller, Vice Chair

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, Senior Service Coordinator; Kathy Noel, Administrative Assistant; Officer Bryon Gore, DHA Liaison Officer

**Public Comment:** None

### **Minutes**

Patricia Silberblatt moved to bring before the Board the Minutes of the Regular Meeting on May 28, 2024.

On a roll call vote to approve the Minutes:

#### **Aye**

Timothy Granfield  
Laurie Young

#### **Nay**

None

Patricia Silberblatt  
Krysta Gingue

**Manifests and Correspondence**

The check manifests were presented. Patricia Silberblatt moved, and Laurie Young 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  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

**Reports:** Patricia Silberblatt motioned to bring the reports to the table, seconded by Laurie Young.

Ryan Crosby presented the Executive Director Report to the Board for May-June.

Officer Gore presented an oral report to update the Board on current events. 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:

- 1623 SDLP Budget Comparative – 04/30/2024
- Operating Budget FYE 6/30/2025
- Insurance Renewal Proposal 2024-2025

- Insurance Register 2024-2025
- Memorandum of Agreement – City of Dover Police

**Policy Reviews:**

The following Policies were presented:

Personnel Policy-changes recommended

Bannings Policy-changes recommended

On a roll call vote to approve the Reports:

**Aye**

Timothy Granfield

Laurie Young

Patricia Silberblatt

Krysta Gingue

**Nay**

None

**Old Business:** There was no Old Business brought before the Board.

**New Business:**

Krysta Gingue moved to bring the following resolution to the table, seconded by Laurie Young.

**RESOLUTION NO 2024-06-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350120 are hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Patricia Silberblatt.

**RESOLUTION NO 2024-06-18-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$21,110.18 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Krysta Gingue.

See next page:

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**RESOLUTION NO. 2024-06-18-03**

**PHA Board Resolution**  
Approving Operating Budget

U.S. Department of Housing  
and Urban Development  
Office of Public and Indian Housing -  
Real Estate Assessment Center (PIH-REAC)

OMB No. 2577-0026  
(exp. 06/30/2022)

Public reporting burden for this collection of information is estimated to average 10 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed/budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating plan adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA is in compliance with procedures prescribed by HUD. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Dover Housing Authority**

PHA Code: **NH003**

PHA Fiscal Year Beginning: **July 1, 2024**

Board Resolution Number: **2024-06-18-03**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

**DATE**

- |                                     |                                                                |                   |
|-------------------------------------|----------------------------------------------------------------|-------------------|
| <input checked="" type="checkbox"/> | Operating Budget approved by Board resolution on:              | <b>06/18/2024</b> |
| <input type="checkbox"/>            | Operating Budget submitted to HUD, if applicable, on:          |                   |
| <input type="checkbox"/>            | Operating Budget revision approved by Board resolution on:     |                   |
| <input type="checkbox"/>            | Operating Budget revision submitted to HUD, if applicable, on: |                   |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I hereby certify that all the information stated within, as well as any information provided in the accompaniment herewith, if applicable, is true and accurate.

**Warning:** HUD will prosecute false claims and statements. Conviction may result in criminal and/or civil penalties. (18 U.S.C. 1001, 1010, 1012.31, U.S.C. 3729 and 3802)

|                                                             |                    |                            |
|-------------------------------------------------------------|--------------------|----------------------------|
| Print Board Chairperson's Name:<br><b>Timothy Granfield</b> | Signature:<br><br> | Date:<br><b>06/18/2024</b> |
|-------------------------------------------------------------|--------------------|----------------------------|

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Laurie Young.

**RESOLUTION NO. 2024-06-18-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority the attached proposals for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HAARG), Public Officials Liability Insurance through Johnson & Johnson, Business Auto (service vehicles), through Safety Insurance, and Business Auto (passenger vehicles) through Progressive Insurance Street are hereby approved.

BE IT FURTHER RESOLVED coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2024 through June 30, 2025, and coverage under the Business Auto policies is effective July 1, 2024 through July 1, 2025.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Laurie Young.

**RESOLUTION NO. 2024-06-18-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Krysta Gingue.

**RESOLUTION NO. 2024-06-18-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Personnel Policy** is hereby approved.

BE IT FURTHER RESOLVED, all expenses related to this training are hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young

**Nay**

None

Patricia Silberblatt  
Krysta Gingue

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Krysta Gingue.

**RESOLUTION NO. 2024-06-18-07**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Bannings Policy** is hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Patricia Silberblatt.

**RESOLUTION NO. 2024-06-18-08**

WHEREAS, Marcum LLP has provided exemplary audit services for the Dover Housing Authority under the current three-year contract; and

WHEREAS, the Dover Housing Authority and Marcum LLP wish to extend the audit services contract for an additional two years,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to extend the audit services contract with Marcum LLP, Certified Public Accountants, Boston, MA, in



the amount of \$30,000 for the fiscal year end 6/30/2024 audit and \$32,000 for the fiscal year end 6/30/2025 audit.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Patricia Silberblatt  
Krysta Gingue

**Nay**

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Krysta Gingue.

**RESOLUTION NO. 2024-06-18-09**

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, most of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2024 allows for provision of writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of \$6,724.90 is hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield

Laurie Young

Patricia Silberblatt

Krysta Gingue

**Nay**

None

Patricia Silberblatt moved to bring the following resolution to the table, seconded by Krysta Gingue.

See next page.

**RESOLUTION NO. 2024-06-18-10**

Certificate of Authority # 1

DOVER HOUSING AUTHORITY

**Corporate Resolution**

**I, Timothy Granfield**, hereby certify that I am duly elected Clerk/Secretary/Officer of Dover Housing Authority. I hereby certify the following is a true copy of a vote taken at a meeting of the Board of Directors/shareholders, duly called and held on June 18, 2024, at which a quorum of the Directors/shareholders were present and voting.

**VOTED:** That Ryan M. Crosby, Secretary (may list more than one person) is duly authorized to enter into contracts or agreements on behalf of Dover Housing Authority with the State of New Hampshire and any of its agencies or departments and further is authorized to execute any documents which may in his/her judgment be desirable or necessary to effect the purpose of this vote.

**I hereby certify** that said vote has not been amended or repealed and remains in full force and effect as of the date of the contract to which this certificate is attached. This authority **remains valid for thirty (30) days** from the date of this Corporate Resolution. I further certify that it is understood that the State of New Hampshire will rely on this certificate as evidence that the person(s) listed above currently occupy the position(s) indicated and that they have full authority to bind the corporation. To the extent that there are any limits on the authority of any listed individual to bind the corporation in contracts with the State of New Hampshire, all such limitations are expressly stated herein.

**DATED:** June 18, 2024

**ATTEST:** \_\_\_\_\_  
Timothy Granfield  
Chairperson

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield

Laurie Young

Patricia Silberblatt

Krysta Gingue

**Nay**

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Patricia Silberblatt.

See next page.

**RESOLUTION NO. 2024-06-18-11**

**Certificate of Authority # 2**

*DOVER HOUSING AUTHORITY*

**Corporate Bylaws**

I, Timothy Granfield, **hereby certify** that I am duly elected Clerk/Secretary/Officer of  
Dover Housing Authority. I hereby certify the following is a true copy of the  
current Bylaws or Articles of Incorporation of the Corporation and that the Bylaws or  
Articles of Incorporation authorize the following officers or positions to bind the  
Corporation for contractual obligations: Secretary/Executive Director.

I further certify that the following individuals currently hold the office or positions  
authorized: Ryan M. Crosby.

I further certify that it is understood that the State of New Hampshire will rely on this  
certificate as evidence that the person listed above currently occupies the position indicated  
and that they have full authority to bind the corporation. This authority **shall remain valid**  
**for thirty (30) days** from the date of this certificate.

**DATED: June 18, 2024**

**ATTEST:** \_\_\_\_\_  
Timothy Granfield  
Chairperson

On a roll call vote to approve the Resolution:

**Aye**  
Timothy Granfield

**Nay**  
None

Laurie Young  
Patricia Silberblatt  
Krysta Gingue

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

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

\_\_\_\_\_  
Chair Date

\_\_\_\_\_  
Secretary Date