

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
July 30 2024, 12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 30, 2024, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

### **Roll Call**

Timothy Granfield, Chair  
Laurie Young, Commissioner  
Krysta Gingue, Commissioner

Absent: Mark Moeller, Vice Chair; Patricia Silberblatt, 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, Senior Service Coordinator; Kathy Noel, Administrative Assistant

**Public Comment:** Since no Public was present during the Comment period, the Chair proceeded with the Agenda.

### **Minutes**

Laurie Young moved to bring before the Board the Minutes of the Regular Meeting on June 18, 2024. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes:

#### **Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

#### **Nay**

None

**Manifests and Correspondence**

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

**Nay**

None

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

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

Two (2) members of the public arrived at the meeting.

Chris Allen presented an update of Capital Improvements.

Mr. Crosby summarized the reports of the DHA Liaison Officer, Family Self-sufficiency Coordinator, and Resident Services Coordinator.

Kathy Noel presented the Moving to Work update to the Commissioners and Cathryn Conway-Dorr presented the Director of Resident Services report.

Timothy Granfield waved the normal order of the Agenda to allow Public Comment.

**Public Comment:** Armondo Costales, Resident of Whittier Falls, spoke to the Board. Mr. Costales stated that many residents do not know which DHA staff members to go to when problems come up in the neighborhood. He spoke about the need to organize a resident group for better communication between tenants and administration.

Kelly McCarthy, Resident of Whittier Falls, spoke to the Commissioners about cars speeding through the neighborhood and asked about installing speed bumps. Ms. McCarthy also spoke to the Board about the protocol for Maintenance to notify residents to enter property basements.

After Public Comment, the Board resumed the regular Agenda.

The following Policies were reviewed:

- Admin Plan Changes
- Basement Storage Policy-new
- Excessive Water Use Policy-new

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 – 5/31/2024
- 1623 SDLP Budget Comparative – 05/31/2024
- Addison Place Budget Comparative – 5/31/2024
- Addison Place Financial Statement – CY 2023
- SOCC Budget Comparative – 5/31/2024
- TD Bank Account Balance Report – 6/30/2024
- Edward Jones Portfolio – 6/30/2024
- Statement of Cash Flows – 6/30/2024
- 1623 SDLP Loan Update

On a roll call vote to approve the Reports:

**Aye**

Timothy Granfield

Laurie Young

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.

See next page.

**RESOLUTION NO 2024-07-30-01**

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 July 30, 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: July 30, 2024

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

**7(a)**

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

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

See next page.

RESOLUTION NO 2024-07-30-02

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: July 30, 2024

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

**7(b)**

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

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

**RESOLUTION NO. 2024-07-30-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$5,486.00 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 FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

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

**RESOLUTION NO. 2024-07-30-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the update to the ***Admin Plan*** is hereby adopted,

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

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

**RESOLUTION NO. 2024-07-30-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Whittier Falls ***Basement Storage Policy*** is hereby adopted,

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

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

**RESOLUTION NO. 2024-07-30-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the ***Excessive Water Use Policy*** is hereby adopted,

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Laurie Young  
Krysta Gingue

**Nay**

None

**Miscellaneous:** The Whittier Falls Newsletter and Commissioners Report Card were reviewed by the Board.

**Adjournment:** At 1:05 p.m. Laurie Young moved to adjourn the Regular Meeting, seconded by Krysta Gingue. All agreed.

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

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