# MINUTES

Regular Meeting
Dover Housing Authority
January 28, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 28, 2025, 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
Mary Beth Rudolph, Commissioner

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

Absent: Mark Moeller, Vice Chair

**Public Comment:** No members of the public attended.

## Minutes

Krysta Gingue moved to bring before the Board, the Minutes of the Regular Meeting on December 3, 2024. Laurie Young seconded the motion.

On a roll call vote to approve the Minutes of December 3, 2024:

| Aye | Nay | Abstained |
| --- | --- | --- |
| Timothy Granfield | None | Mary Beth Rudolph |
| Krysta Gingue | | |

Laurie Young

The Motion passed.

**Manifests and Correspondence**

The check manifests were presented. Krysta Gingue 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:

| Aye | Nay |
|---|---|
| Timothy Granfield | None |
| Laurie Young | |
| Krysta Gingue | |
| Mary Beth Rudolph | |

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

Ryan Crosby presented the Executive Director report to the Board dated January 2025.

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

The following Policies were reviewed:

Personnel Policy with changes
ACOP with changes

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Risk Control Policy with no changes

Housing Statistics were also reviewed.

Laurie Young informed the Board of a personal time constraint that may require her to leave the meeting early. The Chair agreed to change the regular order of business to address New Business and vote on Resolutions.

**New Business:**

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudloph.

**RESOLUTION NO. 2025-01-28-01**

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

On a roll call vote to approve the Resolution:

| **Aye** | **Nay** |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

See next page.

**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 January 28 , 2025, 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: January 28, 2025** **ATTEST:** ____________________________
Timothy Granfield
Chairperson

**7(b)**

On a roll call vote to approve the Resolution:

| **Aye** | **Nay** |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

See next page.

**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:** **January 28, 2025** **ATTEST**: ____________________________
Timothy Granfield
Chairperson

**7(c)**

On a roll call vote to approve the Resolution:

| **Aye** | **Nay** |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO 2025-01-28-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of $28,187.08 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 FSS program participants who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the Resolution:

| **Aye** | **Nay** |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

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**RESOLUTION NO. 2025-01-28-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of $6,437.24 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 | Nay |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-01-28-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the 27th Annual New England Resident Service Coordinators, Inc. conference at the Mohegan Sun, Uncasville, CT, April 29 – May 2, 2025.

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** | **Nay** |
| --- | --- |
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-01-28-07**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Admissions and Continued Occupancy Policy** is hereby approved,

On a roll call vote to approve the Resolution:

| **Aye** | **Nay** |
| --- | --- |
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

Laurie Young moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-01-28-08**

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the Slate Maintenance, Carpentry, and Masonry Repairs at Jack Buckley Commons (JBC); and

WHEREAS, 1 bid was received at the bid opening held on January 8, 2025; and

WHEREAS, GDC Slate and Copper LLC, Bow, NH is the only bidder; and

WHEREAS, GDC Slate and Copper LLC is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the CFP Coordinator and he determined the price of $243,000 is expected for a work item of this capacity,

NOW, THEREFORE BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract for the Slate Maintenance, Carpentry, and Masonry Repairs at JBC be awarded to GDC Slate and Copper LLC, in the amount of $243,000.

On a roll call vote to approve the Resolution:

| **<u>Aye</u>** | **<u>Nay</u>** |
|---|---|
| Timothy Granfield | None |
| Mary Beth Rudolph | |
| Laurie Young | |
| Krysta Gingue | |

The Chair resumed the regular order of business. Laurie Young left the meeting.

The following Financial Reports were presented.

- DHA Budget Comparative – 11/30/2024
- 1623 SDLP Budget Comparative – 10/31/2024
- Addison Place Budget Comparative – 11/30/2024
- Statement of Cash Flows – 11/30/2024
- TD Bank Account Balance Report – 12/31/2024

- Edward Jones Portfolio – 12/31/2024

On a roll call vote to approve the Reports:

| **Aye** | **Nay** |
|---|---|
| Timothy Granfield | None |
| Krysta Gingue | |
| Mary Beth Rudolph | |

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

**Miscellaneous:** The following were reviewed by the Board:

Whittier Falls Newsletter
1623 SDLP Loan Update
Commissioners' Report Card

**Adjournment:** At 1:23 p.m. Krysta Gingue moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

__________________________
Chair Date

__________________________
Secretary Date