

MINUTES

Regular Meeting
Dover Housing Authority
March 5, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Wednesday, March 5, 2025, 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
Laurie Young, Commissioner
Krysta Gingue, Commissioner
Mary Beth Rudolph, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy 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; Christy Pirkel, PH Specialist; James Griffin, DHA Accountant

Public Comment

No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meeting on January 28, 2025. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes of January 28, 2025:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

The Motion passed.

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Krysta Gingue 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

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

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 dated February 2025.

Several other reports were presented. Chris Allen gave an update on Capital Improvements. Kathy Noel introduced an update on Moving to Work and Dian

Maruca talked about the new MTW Waivers in depth. Cathryn Conway-Dorr presented Resident Services Reports.

The following Policies were reviewed:

Office Closure Policy-changes recommended
Procurement Policy-changes recommended

Housing Statistics were presented by Dian Maruca.

Wendy Tenney presented the following Financial Reports:

- DHA Budget Comparative – 12/31/2024
- 1623 SDLP Budget Comparative – 12/31/2024
- Addison Place Budget Comparative – 12/31/2024
- Statement of Cash Flows – 12/31/2024
- DHA Financial Statements FYE 6/30/2024
- 1623 SDLP Financial Statements FYE 10/31/2024
- SOCC Financial Statements – FYE 6/30/2024

James Griffin discussed the audits with the Board.

Old Business: There was no Old Business discussed.

New Business:

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

RESOLUTION NO. 2025-03-05-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the DHA **Office Closure Policy** revision is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

RESOLUTION NO. 2025-03-05-02

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

Miscellaneous: The following were reviewed by the Board:

Whittier Falls Newsletters

Adjournment: At 1:00 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair Date

Secretary Date