MINUTES

Regular Meeting
Dover Housing Authority
April 22, 2025 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 22, 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; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director

Public Comment

No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meeting on March 25, 2025. Krysta Gingue seconded the motion.

Minutes of March 25, 2025:

- Public Hearing Minutes for Capital Fund 5-year Plan, PHA Annual and 5-year Plans and MTW Supplement
- Public Hearing Minutes for Safe Harbor Waivers of MTW Supplement
- Regular Meeting Minutes

On a roll call vote to approve the Minutes of March 25, 2025:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

Reports

Mark Moeller motioned to bring the reports to the table, seconded by Laurie Young.

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

Several other reports were presented. Chris Allen provided an update on Capital Improvements. Kathy Noel reported on the Moving to Work Plan. The Board also reviewed the reports of the Family Self-sufficiency and Resident Services Coordinators.

The following Policies were reviewed:

- Change Fund Policy-no changes recommended
- Gun-Free Policy at SOCC-new policy
- Gun-Free Policy at Niles Hall-new policy
- Tenant Policy Regarding Responsibility for Minors' Behavior and Lease Addendum-new
- Debts Owed Policy-new
- Addison Lease-recommended changes
- Whittier Falls Housing/1623 Lease-recommended changes
- Dover Housing Authority Market Rent Lease-recommended changes

Housing Statistics were presented by Dian Maruca.

Wendy Tenney presented the following Financial Reports:

- DHA Budget Comparative – 2/28/2025
- 1623 SDLP Budget Comparative – 2/28/2025
- Addison Place Budget Comparative – 2/28/2025
- SOCC Budget Comparative – 2/28/2025
- Statement of Cash Flows – 2/28/2025
- Edward Jones Portfolio – 3/31/2025
- TD Bank Account Balance Report – 3/31/2025

Old Business: There was no Old Business discussed.

New Business:

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

Mary Beth Rudolph.

RESOLUTION NO 2025-04-22-01

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 April 22, 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: April 22, 2025 **ATTEST:** ______________________
Timothy Granfield
Chairperson

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

RESOLUTION NO 2025-04-22-02

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: March 25, 2025 **ATTEST:** ____________________
Timothy Granfield
Chairperson

On a roll call vote to approve the Resolution:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

RESOLUTION NO 2025-04-22-03

WHEREAS, the Seymour Osman Community Center (SOCC) serves as a vital space for families, children, and residents to gather, learn, and grow in a safe and supportive environment; and

WHEREAS, the safety and well-being of children, families, staff, and community members is of paramount importance to the Board; and

WHEREAS, the presence of firearms or any weapons, whether real, replica, or non-lethal, poses an unnecessary risk and undermines the intended purpose of the SOCC as a welcoming, inclusive, and peaceful community space; and

WHEREAS, gun-free zones in family-centered environments help reduce the risk of accidents, intimidation, and violence, and promote a strong sense of security for all, particularly children and vulnerable individuals; and

WHEREAS, the designation of SOCC as a gun-free zone is essential to maintaining strong partnerships with community organizations, service providers, and public institutions that rely on safe, respectful, and violence-free spaces to deliver programming and outreach; and

WHEREAS, staff, volunteers, and partner agency personnel must feel safe and supported in their workplace to effectively serve the community and carry out the mission of the SOCC;

NOW, THEREFORE, BE IT RESOLVED that the Board formally designates the Seymour Osmond Community Center (SOCC), including its buildings, outdoor spaces, parking areas, and surrounding grounds, as a **Gun-Free Zone**, effective immediately.

BE IT FURTHER RESOLVED that, for the purposes of this policy, the term "gun" shall include, but is not limited to, the following:

- Handguns (pistols and revolvers)
- Rifles and shotguns (including semi-automatic and bolt-action)
- Assault-style weapons
- Air rifles
- BB guns
- Pellet guns
- Paintball guns
- Replica guns
- Starter pistols
- Flare guns
- Taser guns and stun guns
- Pepper spray guns and launchers
- Zip guns
- Black powder and antique firearms
- Any other object designed or reasonably perceived to discharge a projectile or simulate firearm function

BE IT FURTHER RESOLVED that all individuals, including staff, volunteers, community members, visitors, and vendors, are prohibited from carrying, displaying, or storing any such weapons on SOCC premises, regardless of possession of a license or permit, unless expressly authorized in writing by the Board for security purposes

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BE IT FURTHER RESOLVED that appropriate signage shall be posted throughout the premises to reflect this designation and that violations may result in immediate removal from the property and potential legal action.

On a roll call vote to approve the Resolution:

Aye	Nay
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

RESOLUTION NO 2025-04-22-04

WHEREAS, the Niles Park Community Center serves as a vital space for families, elderly, and residents to gather, learn, and grow in a safe and supportive environment; and

WHEREAS, the safety and well-being of families, staff, and community members is of paramount importance to the Board; and

WHEREAS, the presence of firearms or any weapons, whether real, replica, or non-lethal, poses an unnecessary risk and undermines the intended purpose of the Niles Park Community Center as a welcoming, inclusive, and peaceful community space; and

WHEREAS, gun-free zones in family-centered environments help reduce the risk of accidents, intimidation, and violence, and promote a strong sense of security for all, particularly children and vulnerable individuals; and

WHEREAS, the designation of Niles Park Community Center as a gun-free zone is essential to maintaining strong partnerships with community organizations, service providers, and public institutions that rely on safe, respectful, and violence-free spaces to deliver programming and outreach; and

WHEREAS, staff, volunteers, and partner agency personnel must feel safe and supported in their workplace to effectively serve the community and carry out the mission of the Niles Park Community Center;

NOW, THEREFORE, BE IT RESOLVED that the Board formally designates the Niles Park Community Center, including its buildings, outdoor spaces, parking areas, and surrounding grounds, as a **Gun-Free Zone**, effective immediately.

BE IT FURTHER RESOLVED that, for the purposes of this policy, the term "gun" shall include, but is not limited to, the following:

- Handguns (pistols and revolvers)
- Rifles and shotguns (including semi-automatic and bolt-action)
- Assault-style weapons
- Air rifles
- BB guns
- Pellet guns
- Paintball guns
- Replica guns
- Starter pistols
- Flare guns
- Taser guns and stun guns
- Pepper spray guns and launchers
- Zip guns
- Black powder and antique firearms

- Any other object designed or reasonably perceived to discharge a projectile or simulate firearm function

BE IT FURTHER RESOLVED that all individuals, including staff, volunteers, community members, visitors, and vendors, are prohibited from carrying, displaying, or storing any such weapons on Niles Park Community Center premises, regardless of possession of a license or permit, unless expressly authorized in writing by the Board for security purposes.

BE IT FURTHER RESOLVED that appropriate signage shall be posted throughout the premises to reflect this designation and that violations may result in immediate removal from the property and potential legal action.

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

RESOLUTION NO. 2025-04-22-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Lease Addendum and **Tenant Policy Regarding Responsibility for Minors' Behavior** are hereby approved,

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

RESOLUTION NO. 2025-04-22-06

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

On a roll call vote to approve the Resolution:

Aye	**Nay**
Timothy Granfield	None
Mark Moeller	
Krysta Gingue	
Mary Beth Rudolph	
Laurie Young	

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

The Members discussed recommended Lease revisions for changes for Addison Place, **Whittier Falls Housing/1623 Settlement, and DHA Market Rent Apartments.**

The following Resolutions were tabled until the next Board Meeting.

RESOLUTION NO. 2025-04-22-07: Addison Place Lease Revision

RESOLUTION NO. 2025-04-22-08: Whittier Falls Housing/1623 Settlement Lease Revision

RESOLUTION NO. 2025-04-22-09: DHA Market Rent Lease Revision

Miscellaneous: The following were reviewed this month:

Whittier Falls Newsletter
Commissioners Report Card

Adjournment: At 1:02 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Krysta Gingue. All agreed.

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Chair Date

____
Secretary Date