

MINUTES

Regular Meeting
Dover Housing Authority
July 1, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 1, 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
Mary Beth Rudolph, Commissioner

Absent at Roll Call: Krysta Gingue, Commissioner; Laurie Young, 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; Cathryn Conway-Dorr, Support Services Coordinator; Bryon Gore, DHA Liaison Officer; James Griffin, 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 May 27, 2025. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph

Nay

None

Manifests and Correspondence

Mark Moeller moved, and Mary Beth Rudolph seconded to bring the Manifests before the Board. The following manifests were reviewed: 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

Mary Beth Rudolph

Nay

None

Reports

Mark Moeller motioned to bring the reports to the table, seconded by Mary Beth Rudolph.

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

Krysta Gingue arrived at the meeting during the presentation.

Multiple staff reports were presented during the meeting. Chris Allen provided an update on Capital Improvements, while Officer Gore delivered the Liaison Report. Kathy Noel discussed the Moving to Work initiative, and Cathryn Conway-Dorr reviewed supportive services as well as the FSS and Resident Services Reports for the Commissioners.

The following Policies were reviewed:

- Recreational Equipment Policy-with changes recommended

Housing Statistics were presented by Dian Maruca.

Wendy Tenney, Finance Director and James Griffin, Accountant, discussed the financial reports at length with the Board.

- DHA Budget Comparative – 4/30/2025
- 1623 SDLP Budget Comparative – 4/30/2025
- Addison Place Budget Comparative – 4/30/2025
- SOCC Budget Comparative – 4/30/2025
- Statement of Cash Flows – 4/30/2024
- Operating Budget FYB 7/1/2025
- Insurance Renewal Proposal 2025-2026
- Insurance Register 2025-2026
- Memorandum of Agreement – City of Dover Police
- Financial Statements – Whittier Falls Inc.

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 2025-07-01-01

See next page.

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RESOLUTION NO. 2025-07-01-01

PHA Board Resolution
Approving Operating Budget

**U.S. Department of Housing and
Urban Development**
Office of Public and Indian Housing

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. 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 and 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 budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. 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, 2025**

Board Resolution Number: **2025-07-01-01**

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):

- | | <u>DATE</u> |
|---|--------------|
| ☒ Operating Budget approved by Board resolution on: | July 1, 2025 |
| ☐ Operating Budget submitted to HUD, if applicable, on: | |
| ☐ Operating Budget revision approved by Board resolution on: | |
| ☐ 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/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.
WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. §3729, 3802).

Print Board Chairperson's Name: Timothy Granfield	Signature:	Date: July 1, 2025
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On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

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

RESOLUTION NO. 2025-07-01-02

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 Philadelphia Insurance Company **or** Risk Placement Services are hereby approved.

BE IT FURTHER RESOLVED coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2025 through June 30, 2026, and coverage under the Business Auto policies is effective July 1, 2025 through July 1, 2026.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

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

RESOLUTION NO. 2025-07-01-03

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
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

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

RESOLUTION NO 2025-07-01-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$27,106.23 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

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

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

RESOLUTION NO. 2025-07-01-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,235.92 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

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

Mark Moeller 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 July 1, 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: July 1, 2025

ATTEST: _____
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

Mark Moeller 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: July 1, 2025

ATTEST: _____
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

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

RESOLUTION NO. 2025-07-01-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the updates to the **Recreational Equipment Policy (formerly called Resident-Owned Recreational Equipment Policy)** is hereby approved,

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krista Gingue

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

Adjournment: At 12:58 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair

Date

Secretary

Date