

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
May 27, 2025 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 27, 2025, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

### **Roll Call**

Timothy Granfield, Chair  
Krysta Gingue, Commissioner  
Mary Beth Rudolph, Commissioner

Absent Board Members: Mark Moeller, Vice Chair; 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

### **Public Comment**

No members of the public attended.

### **Minutes**

Mary Beth Rudolph moved to bring before the Board the Minutes of the Regular Meeting on April 22, 2025. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes of April 22, 2025:

#### **Aye**

Timothy Granfield  
Krysta Gingue  
Mary Beth Rudolph

#### **Nay**

None

### **Manifests and Correspondence**

The check manifests were presented. Mary Beth Rudolph 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  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

### **Reports**

Krysta Gingue motioned to bring the reports to the table, seconded by Mary Beth Rudolph.

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

Several other reports were presented. Chris Allen provided an update on Capital Improvements. Officer Gore presented the Liaison Report. Kathy Noel reported on the recent MTW Conference the Moving to Work Plan. Cathryn Conway-Dorr reported on supportive services and reviewed the FSS and Resident Services Reports with the Commissioners.

The following Policies were reviewed:

- Check Signing Policy
- Internal Controls Policy

Housing Statistics were presented by Dian Maruca.

Wendy Tenney presented the following Financial Reports:

- DHA Budget Comparative – 3/31/2025
- 1623 SDLP Budget Comparative – 3/31/2025
- Addison Place Budget Comparative – 3/31/2025
- SOCC Budget Comparative – 3/31/2025
- Statement of Cash Flows – 3/31/2025
- Operating Budget FYB 7/1/2025 - DRAFT

**Old Business:** There was no Old Business discussed.

**New Business:**

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO 2025-05-27-01**

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 May 27, 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: May 27, 2025**

**ATTEST:**

\_\_\_\_\_  
Timothy Granfield  
Chairperson

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO 2025-05-27-02**

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: May 27, 2025**

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

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On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-05-27-03**

WHEREAS, the Mayor and City Council recommend to reappoint Elizabeth Goldman, Dana Lynch, and Jack Mettee for another 3-year term to expire March 30, 2028. Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.

The voting membership of the Cocheco Waterfront Development Advisory Committee shall be:

|                                   | <b><u>Term Expiring</u></b> |
|-----------------------------------|-----------------------------|
| Matthew Cox                       | March 30, 2026              |
| Kimberly Schuman                  | March 30, 2026              |
| Sean Fitzgerald, Vice Chairperson | March 30, 2026              |
| Steve Brown                       | March 30, 2026              |
| Norm Fracassa, Chairperson        | March 30, 2027              |
| Dane Drasher                      | March 30, 2027              |
| Kyle Pimental                     | March 30, 2027              |
| Cliff Blake                       | March 30, 2027              |
| Vacancy                           | March 30, 2025              |
| Jack Mettee                       | March 30, 2028              |
| Dana Lynch                        | March 30, 2028              |

Elizabeth Goldman

March 30, 2028

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield

Krysta Gingue

Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO 2025-05-27-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350121 are hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield

Krysta Gingue

Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO 2025-05-27-05**

See next page.

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**Actual Modernization  
Cost Certificate**

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

OMB Approval No. 2577-0157 (exp. 1/31/2027)

**Capital Fund Program (CFP)**

Public reporting burden for this collection of information is estimated to average 2.5 hours per response, including the time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. Comments regarding the accuracy of this burden estimate and any suggestions for reducing this burden can be sent to the Reports Management Officer, Office of Policy Development and Research, REE, Department of Housing and Urban Development, 451 7th St SW, Room 4176, Washington, DC 20410-6000. When providing comments, please refer to OMB Approval No. 2577-0157. HUD may not conduct or sponsor, and an applicant is not required to respond to a collection of information unless it displays a currently valid OMB control number. **Do not send this form to the above address.** This collection of information requires that each Public Housing Authority (PHA) submit information to enable HUD to initiate the fiscal closeout process. The information will be used by HUD to determine whether the modernization grant is ready to be audited and closed out. The information is essential for audit verification and fiscal close out. Responses to the collection are required by regulation. The information requested does not lend itself to confidentiality.

PHA Name: \_\_\_\_\_

Modernization Project Number:

Dover Housing Authority

NH01P00350121

The PHA hereby certifies to the Department of Housing and Urban Development as follows:

1. That the total amount of Modernization Cost (herein called the "Actual Modernization Cost") of the Modernization Grant, is as shown below:

|                                               |               |
|-----------------------------------------------|---------------|
| A. Funds Approved                             | \$ 657,767.00 |
| B. Funds Disbursed                            | \$ 657,767.00 |
| C. Funds Expended (Actual Modernization Cost) | \$ 657,767.00 |
| D. Amount to be Recaptured (A-C)              | \$            |
| E. Excess of Funds Disbursed (B-C)            | \$            |

2. That all modernization work in connection with the Modernization Grant has been completed;

3. That the entire Actual Modernization Cost or liabilities therefor incurred by the PHA have been fully paid;

4. That there are no undischarged mechanics', laborers', contractors', or materialmen's liens against such modernization work on file in any public office where the same should be filed in order to be valid against such modernization work;

5. That the time in which such liens could be filed has expired; and

6. That for any years in which the grantee is subject to the audit requirements of the Single Audit Act, 31 U.S.C. § 7501 et seq., as amended, the grantee has or will perform an audit in compliance with said requirements.

7. Please mark one:

☒ A. This grant **will** be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.

☐ B. This grant **will not** be included in the PHA's next fiscal year audit per the requirements of the Single Audit Act.

I hereby certify all the information stated herein, as well as any information provided in the accompaniment herewith, is true and accurate. WARNING: Anyone who knowingly submits a false claim, or makes false statements is subject to criminal and civil penalties including confinement for up to 5 years, fines, and civil penalties, (18 U.S.C. §§ 287, 1001 and 31 U.S.C. § 3729).

Name & Title of Authorized Signatory (type or print clearly):

Ryan M. Crosby, Executive Director

Signature of Executive Director (or Authorized Designee):

X

Date:

May 27, 2025

For HUD Use Only

The Cost Certificate is approved for audit (if box 7A is marked):

Approved for Audit (Director, Office of Public Housing)

X

Date:

The costs shown above agree with HUD verified costs (if box 7A or 7B is marked):

Approved: (Director, Office of Public Housing)

X

Date:

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-05-27-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$21,232.69 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  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

Krista Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

**RESOLUTION NO. 2025-05-27-07**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$15,304.63** 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 have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Krysta Gingue  
Mary Beth Rudolph

**Nay**

None

Krysta Gingue presented a report on her recent PHADA Conference.

**Miscellaneous:** The following were reviewed this month:

Whittier Falls Newsletter  
1623 Loan Update

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

\_\_\_\_\_  
Chair

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date