

MINUTES

Regular Meeting
Dover Housing Authority
July 29, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 29, 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
Mary Beth Rudolph, Commissioner

Absent: Krysta Gingue, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Chris Allen, Maintenance Supervisor/Capital Funds; Kathy Noel, Administrative Assistant; Wendy Tenney, Finance Director; Cathryn Conway-Dorr, Director of Support Services; Bryon Gore, DHA Liaison Officer; Rebecca Garnett, Director of Occupancy

Public Comment

No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meeting on July 1, 2025. Laurie Young seconded the motion.

On a roll call vote to approve the Minutes:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph

Nay

None

Abstained

Laurie Young

Manifests and Correspondence

Mark Moeller moved, and Laurie Young 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
Laurie Young

Nay

None

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 July 2025.

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

The following Policies were discussed:

Safety Policy-changes recommended
Maintenance Charges-changes recommended
Late Rent Fee Policy-changes recommended
Market Rent Lease- changes recommended
Whittier Falls Lease- changes recommended

Addison Place Lease- changes recommended
Capitalization Policy-no changes
Contracts Policy-changes recommended

Housing Statistics were presented by Rebecca Garnett.

Wendy Tenney, Finance Director presented the financial reports.

- DHA Budget Comparative – None this Month
- 1623 SDLP Budget Comparative – 5/31/2025
- Addison Place Budget Comparative – 5/31/2025
- SOCC Budget Comparative – 5/31/2025
- Statement of Cash Flows – 5/31/2025
- TD Bank Account Balance Report – 6/30/2025
- Edward Jones Portfolio – 6/30/2025

No Old Business was addressed during the meeting.

New Business:

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

RESOLUTION NO 2025-07-29-01

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Mary Beth Rudolph
Laurie Young

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

RESOLUTION NO. 2025-07-29-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$74,508.32 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
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,300.00 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
Laurie Young

Nay

None

(RESOLUTION NO 2025-07-29-04 deleted from Agenda)

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

RESOLUTION NO. 2025-07-29-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$12,785.05 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

Nay

None

Mark Moeller
Mary Beth Rudolph
Laurie Young

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

RESOLUTION NO. 2025-07-29-06

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 29, 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 29, 2025

ATTEST: _____
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-07

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 29, 2025

ATTEST: _____
Timothy Granfield
Chairperson

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-08

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-09

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-10

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

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-11

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **DHA Whittier Falls Housing-1623 Settlement Dover Limited Partnership Lease** revision is hereby approved,

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-12

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Addison Place-Whittier Falls Inc. Lease** revision is hereby approved,

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2025-07-29-13

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Contracts and Documents Authorization to Execute Policy** is hereby approved,

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

Mark Moeller made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding consideration of the acquisition, sale, or lease of real or personal property. The motion was seconded by Laurie Young. This is in accordance with RSA 91-A:3II (d) Consideration of the acquisition, sale, or lease of real or personal property which, if discussed in public, would likely benefit a party or parties whose interests are adverse to those of the general community.

On a roll call vote to recess the Regular Meeting.

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

The regular meeting recessed at 1:00 p.m.

The regular meeting resumed at 1:08 p.m.

Timothy Granfield stated Non-Public Meeting Minutes would not be sealed.

The following miscellaneous items were reviewed:

- (a) Whittier Falls Newsletter
- (b) Commissioners Report Card
- (c) Resident Thank You Note

Adjournment: At 1:10 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Laurie Young. All agreed.

Chair _____ Date _____

Secretary _____ Date _____