

MINUTES

Regular Meeting
Dover Housing Authority
August 26, 2025 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 26, 2025, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:10 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Krysta Gingue, Commissioner
Mary Beth Rudolph, Commissioner

Absent Board Members: Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Chris Allen, Maintenance Supervisor/Capital Funds; Chris Leigh, Maintenance Supervisor/Capital Funds; Kathy Noel, Administrative Assistant; Cathryn Conway-Dorr, Director of Support Services

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 29, 2025 and the Non-Public Meeting Minutes of July 29, 2025. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes of July 29, 2025:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph

Nay

None

Abstained

Krysta Gingue

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

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 August 2025.

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

Housing Statistics and the DHA Budget comparative were reviewed. There were no Policy Reviews on the agenda.

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 2025-08-26-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,892.01 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
Krysta Gingue
Mary Beth Rudolph

Nay

None

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

RESOLUTION NO. 2025-08-26-02

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

Housing Authority, the Executive Director is authorized to withdraw the sum of \$6,455.54 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
Krysta Gingue
Mary Beth Rudolph

Nay

None

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

RESOLUTION NO. 2025-08-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$2,424.03** 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

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Mark Moeller
Krysta Gingue
Mary Beth Rudolph

Miscellaneous: The Whittier Falls Newsletter was reviewed and the Board briefly discussed new construction progress along the Cocheco Waterfront.

Adjournment: At 12:54 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Krysta Gingue. All agreed.

Chair _____ Date _____

Secretary _____ Date _____