

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
September 23, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 23, 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  
Mary Beth Rudolph, Commissioner

Absent Board Members: Laurie Young, Commissioner; Krysta Gingue, Commissioner

Also present: Ryan Crosby, Executive Director; Dian Maruca, Deputy Director; Wendy Tenney, Financial Director; Chris Allen, Maintenance Supervisor/Capital Funds; Kathy Noel, Administrative Assistant; Cathryn Conway-Dorr, Director of Support Services; 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 August 26, 2025. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Minutes of August 26, 2025:

#### **Aye**

Timothy Granfield  
Mark Moeller  
Mary Beth Rudolph

#### **Nay**

None

The Motion passed.

### **Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, and Mary Beth Rudolph 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

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 September 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.

The following Policies were discussed:

Code of Ethics Policy  
Administrative Plan  
ACOP

Housing Statistics were presented by Dian Maruca.

The following Financial Reports were presented:

- DHA Budget Comparative – 6/30/2025
- 1623 SDLP Budget Comparative – 6/30/2025
- Addison Place Budget Comparative – 6/30/2025
- SOCC Budget Comparative – 6/30/2025
- Statement of Cash Flows – 6/30/2025

**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. 2025-09-23-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Administrative Plan** is hereby approved, as attached

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Mary Beth Rudolph

**Nay**

None

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

**RESOLUTION NO. 2025-09-23-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Admission and Continued Occupancy Policy** is hereby approved, as attached

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Mary Beth Rudolph

**Nay**

None

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

**RESOLUTION NO 2025-09-23-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$12,182.46 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Mary Beth Rudolph

**Nay**

None

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

**RESOLUTION NO. 2025-09-23-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$5,510.77 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

**Nay**

None

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

**RESOLUTION NO. 2025-09-23-05**

WHEREAS, the attached is a list of vacated tenants of Whittier Falls Housing;  
and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent and charges; and

WHEREAS, due to the fact some of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the 1623 Settlement Dover Limited Partnership Operating Budget for fiscal year 2025 makes provision to transfer these amounts to an internal

collection loss account on the balance sheet; and,

WHEREAS, the internal transfer of these unpaid balances does not preclude the tenant from still owing the unpaid balance;

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, Whittier Falls Housing, the journal entry to transfer unpaid balances totaling \$50,148.71, as detailed on the attached list, are hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Mary Beth Rudolph

**Nay**

None

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

**RESOLUTION NO. 2025-09-23-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Granite State Managers Annual Conference being held on November 3-4, 2025 at Church Landing in Meredith, NH.

BE IT FURTHER RESOLVED, all expenses related to this training are hereby approved.

On a roll call vote to approve the Resolution:

**Aye**

Timothy Granfield  
Mark Moeller

**Nay**

None

Mary Beth Rudolph

**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.

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| Chair | Date |
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| Secretary | Date |
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