

MINUTES

Regular Meeting
Dover Housing Authority
October 28, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 28, 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
Krysta Gingue, Commissioner

Absent Board Member: Laurie Young, Commissioner

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

Public Comment

Bret Carmichael, a Dover City Council candidate, introduced himself to the Board. He stated he was attending the meeting to observe and learn more about the Housing Authority.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meeting on September 23, 2025. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Minutes of September 23, 2025:

Aye

Nay

Abstained

Timothy Granfield
Mark Moeller
Mary Beth Rudolph

None

Krysta Gingue

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
Krysta Gingue

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 October 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:

Commissioners Travel and Expense Policy-no changes
Safety Policy-revised
Housekeeping Policy-new
PH Lease-revised
HATF Lease-new
HATF-Tenant Selection Plan (TSP)-new
Whittier Falls TSP-revised
Tenant Conduct and Staff Protection Policy-new
Work Order and Entry Policy-new
Playground Policy-new
WT Building Entrance/Common Area Conduct Policy-new
Housekeeping Policy-Edgar Bois-new
Housekeeping Policy-JBC-new

Housing Statistics were presented by Dian Maruca.

The following Financial Reports were presented:

- DHA Budget Comparative – 08/31/2025
- 1623 SDLP Budget Comparative – 08/31/2025
- Addison Place Budget Comparative – 08/31/2025
- Statement of Cash Flows – 8/31/2025
- TD Bank Account Balance Report
- Edward Jones Portfolio

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. 2025-10-28-01

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Housekeeping Policy*** for Whittier Falls and Addison Place is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-03

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Haven at the Falls Lease*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Haven at the Falls Tenant Selection Plan*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-06

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Tenant Conduct and Staff Protection Policy*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Work Order and Entry Policy*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Playground Policy*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-10

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Waldron Towers Building Entrance and Common Area Conduct Policy*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-11

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Housekeeping Policy for Edgar Bois Terrace*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-12

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new ***Housekeeping Policy for Jack Buckley Commons*** is hereby approved,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-10-28-13

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director and Commissioners are hereby authorized to attend the PHADA 2026 Commissioners' Conference, January 4-7, 2026, at the Tampa Marriott Water Street, Tampa, FL.

BE IT FURTHER RESOLVED, all expenses related to this conference or convention are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

Adjournment: At 1:08 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair

Date

Secretary

Date