

MINUTES

Regular Meeting
Dover Housing Authority
November 25, 2025, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 25, 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

Public Comment No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular Meeting on October 28, 2025. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Minutes of October 28, 2025:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

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
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 November 2025.

Several other reports were presented. Chris Allen provided an update on Capital Improvements. Kathy Noel reported on Moving to Work. The Resident Services Report, the FSS Report, the Investment Policy and Housing Statistics were reviewed.

The following Financial Reports were presented:

- DHA Budget Comparative – 09/30/2025
- 1623 SDLP Budget Comparative – 09/30/2025
- Addison Place Budget Comparative – 09/30/2025
- Statement of Cash Flows – 9/30/2025

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. 2025-11-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$864.94 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
Krysta Gingue

Nay

None

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

RESOLUTION NO. 2025-11-25-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, staff are hereby authorized to attend the Moving to Work (MTW)

Collaborative Conference being held in Washington, DC on April 8th – April 10th, 2026.

BE IT FURTHER RESOLVED, all expenses in connection with attendance at this conference are 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. 2025-11-25-03

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 November 25, 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: November 25, 2025

ATTEST: _____
Timothy Granfield
Chairperson

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. 2025-11-25-04

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: November 25, 2025

ATTEST: _____
Timothy Granfield
Chairperson

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. 2025-11-25-05

WHEREAS, the attached is a list of vacated tenants of Addison Place/Whittier Falls Inc.; 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 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 Inc., the journal entry to transfer unpaid balances totaling **\$12,226.22**, 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
Krysta Gingue

Nay

None

Miscellaneous: The Whittier Falls Newsletter and the Commissioners Report Card were reviewed.

Adjournment: At 1:05 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair _____ Date _____

Secretary _____ Date _____