

MINUTES

Regular Meeting
Dover Housing Authority
January 27, 2026, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 27, 2026, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Mary Beth Rudolph, Commissioner
Krysta Gingue, Commissioner

Absent Board Members: Mark Moeller, Vice Chair; Laurie Young, Commissioner

Also present: Dian Maruca, Deputy Director; Wendy Chadwick, Financial Director; Kathy Noel, Administrative Assistant; Bryon Gore, DHA Officer Liaison

Public Comment No members of the public attended.

Timothy Granfield motioned to recess the regular meeting and enter into a nonpublic session to discuss a Personnel matter in accordance with RSA 91-A:3 II (a).

On a roll call vote to move into a nonpublic meeting:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

Nay

None

The Regular Meeting recessed at 12:01.
The Regular Meeting resumed at 12:28.

Timothy Granfield announced that Ryan Crosby has given his resignation and Dian Maruca is appointed as Executive Director, effective immediately.

Minutes

Mary Beth Rudolph moved to bring before the Board the Minutes of the Regular Meeting on November 25, 2025. Krysta Gingue seconded the motion.

On a roll call vote to approve the Minutes of November 25, 2025:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

Nay

None

Manifests and Correspondence

The check manifests were presented. Krysta Gingue 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
Mary Beth Rudolph
Krysta Gingue

Nay

None

Reports

Krysta Gingue motioned to bring the reports to the table, seconded by Mary Beth Rudolph.

Timothy Granfield reviewed the following reports with the Board Members:
Executive Director Report, Capital Improvements and Service Coordinator Reports.

Officer Gore updated the Board on current happenings. Kathy Noel and Dian Maruca reported on MTW and housing statistics.

The Commissioners reviewed the following policies:

- Risk Control-no changes
- Resident Trash and Storage Policy-new policy
- ACOP Revision
- Admin Plan Revision

The following Financial Reports were presented by Wendy Chadwick:

- DHA Budget Comparative – 11/30/2025
- DHA Budget Comparative – 10/31/2025
- 1623 SDLP Budget Comparative – 10/31/2025
- 1623 SDLP Financial Statements – 10/31/2025
- Addison Place Budget Comparative – 11/30/2025
- Addison Place Budget Comparative – 10/31/2025
- Statement of Cash Flows – 11/30/2025
- Statement of Cash Flows – 10/31/2025
- TD Bank Account Balance Report – 12/31/2025
- Edward Jones Portfolio – 12/31/2025

Old Business: There was no Old Business discussed.

New Business:

Krysta Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

RESOLUTION NO. 2026-01-27-01

WHEREAS, the Mayor and City Council recommend to appoint Robert Carrier to the

Cocheco Waterfront Development Advisory Committee for a 3-year term to expire March 30, 2028, and Ex-officio non-voting appointments including the Mayor, City Manager and Executive Director of the Dover Housing Authority remain the same.

The voting membership of the Cocheco Waterfront Development Advisory Committee shall be:

	<u>Term Expiring</u>
Matthew Cox	March 30, 2026
Kimberly Schuman	March 30, 2026
Sean Fitzgerald, Vice Chairperson	March 30, 2026
Steve Brown	March 30, 2026
Norm Fracassa, Chairperson	March 30, 2027
Dane Drasher	March 30, 2027
Kyle Pimental	March 30, 2027
Cliff Blake	March 30, 2027
Robert Carrier	March 30, 2028
Jack Mettee	March 30, 2028
Dana Lynch	March 30, 2028
Elizabeth Goldman	March 30, 2028

On a roll call vote to approve the Resolution:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mary Beth Rudolph	
Krysta Gingue	

Krysta Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

RESOLUTION NO. 2026-01-27-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the new *Trash Storage and Disposal Policy* is hereby approved, for Whittier Falls and Haven at the Falls,

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

Nay

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

RESOLUTION NO. 2026-01-27-03

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

Nay

None

Krysta Gingue moved to bring the following resolution to the table, seconded by Mary Beth Rudolph.

RESOLUTION NO. 2026-01-27-04

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

Nay

None

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

Adjournment: At 1:00 p.m. Krysta Gingue moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair Date

Secretary Date