

MINUTES

Regular Meeting
Dover Housing Authority
April 21, 2026, 12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 21, 2026, at 18 Chapel Street, Dover, NH. Timothy Granfield called the meeting to order at 12:15 p.m.

Roll Call

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

Also present: Stacey Kearns, Director of Family Services; Dian Maruca, DHA Executive Director; Wendy Chadwick, DHA Finance Director; Samantha deJong, Assistant Finance Director, Kathy Noel, DHA Administrative Assistant; Chris Allen, DHA Maintenance Supervisor/Capital Improvements Director; Chris Leigh, DHA Maintenance Supervisor/Capital Improvements Director; Cathryn Conway-Dorr, Support Services Director; Bryon Gore, DHA Liaison Officer

Public Comment No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Regular and Nonpublic Meetings on March 24, 2026. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Regular Meeting Minutes of March 24, 2026:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

Abstained

Krysta Gingue

On a roll call vote to approve the Nonpublic Meeting Minutes of March 24, 2026:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Laurie Young

Nay

None

Abstained

Krysta Gingue

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
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

Reports

Mark Moeller motioned to bring the reports to the table, seconded by Mary Beth Rudolph.

Dian Maruca presented the Executive Director report to the Board dated April 2026.

Several additional reports were presented during the meeting. Chris Allen delivered an update on Capital Improvements, while Bryon Gore addressed police-related matters. Cathryn Conway-Dorr provided the Support Services Report. Additionally,

the FSS Report, Resident Services Report, Policies, and Housing Statistics were all reviewed.

The following Financial Reports were presented by Wendy Chadwick:

- DHA Budget Comparative – 2/28/2026
- 1623 SDLP Budget Comparative – 2/28/2026
- Addison Place Budget Comparative – 2/28/2026
- Statement of Cash Flows – 2/28/2026
- Financial Statements – DHA 6/30/2025
- TD Bank Account Balance Report- 3/31/2026
- Edward Jones Portfolio – 3/31/2026

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 2026-04-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Dian Maruca is hereby authorized to enroll and attend the UNH Leadership & Management Certificate Program.

BE IT FURTHER RESOLVED, all expenses in connection with attendance at the training are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

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

RESOLUTION NO. 2026-04-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Samantha de Jong is hereby authorized to attend Nan McKay's HCV Financial Accounting and Reporting training being held virtually in October 2026 or December 2026.

BE IT FURTHER RESOLVED, all expenses in connection with her attendance at this training are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2026-04-21-03

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

Housing Authority, Samantha de Jong is hereby authorized to attend Nan McKay's HCV Financial Management training being held virtually in September 2026 or November 2026.

BE IT FURTHER RESOLVED, all expenses in connection with her attendance at this training are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2026-04-21-04

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

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

RESOLUTION NO. 2026-04-21-05

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

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

Mark Moeller moved to bring the following resolution to the table, seconded by Krysta Gingue.

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RESOLUTION NO. 2026-04-21-06

2026 Capital Fund

OMB Approval No. 2577-0303
(exp. 10/31/2026)

**Capital Fund Program
(CFP) Amendment
to Consolidated Annual Contributions Contract
Terms and Conditions (HUD-53012)**

**U.S. Department of Housing
and Urban Development
Office of Public and Indian Housing**

The information collection requirements contained in this document have been approved by the Office of Management and Budget (OMB) under the Paperwork Reduction Act of 1995 (44 U.S.C. 3501-3520) and assigned OMB control number 2577-0303. There is no personal information contained in this application. Information on activities and expenditures of grant funds is public information and is generally available for disclosure. Recipients are responsible for ensuring confidentiality when disclosure is not required. In accordance with the Paperwork Reduction Act, HUD may not conduct or sponsor, and a person is not required to respond to, a collection of information unless the collection displays a currently valid OMB control number.

Whereas, (Public Housing Authority) Dover Housing Authority NH003 (herein called the "PHA")
and the United States of America, Secretary of Housing and Urban Development (herein called "HUD") entered into an Annual Contributions Contract
ACC(s) Number(s) (On File) dated (On File)

Whereas, in accordance with Public Law No: 119-75;

Whereas, HUD has agreed to provide CFP assistance, upon execution of this Amendment, to the PHA in the amount to be specified below for the purpose of assisting the PHA in carrying out capital and management activities at existing public housing projects in order to ensure that such projects continue to be available to serve low-income families. HUD reserves the right to provide additional CFP assistance in this FY to the PHA. When HUD provides additional amounts, it will notify the PHA and those amended grants will be subject to these terms and conditions.

\$ \$770,793.00 for Fiscal Year 2026 to be referred to under the Capital Fund Grant Number NH36P00350126
PHA Tax Identification Number (TIN): On File UEI Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number On File

Now Therefore, the ACC is amended as follows:

1. The ACC(s) is (are) amended to provide CFP assistance in the amount specified above for capital and management activities of PHA projects. This CFP Amendment is a part of the ACC.
2. The PHA must carry out all capital and management activities in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Part 905 (the Capital Fund Final rule) as well as other applicable HUD requirements, except that the limitation in section 9(g)(1) of the Act is increased such that of the amount of CFP assistance provided for under this CFP amendment only, the PHA may use no more than 25 percent for activities that are eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year Action Plan provides for such use; however, if the PHA owns or operates less than 250 public housing dwelling units, such PHA may continue to use the full flexibility in accordance with section 9(g)(2) of the Act.
3. The PHA has a HUD-approved Capital Fund Five Year Action Plan and has complied with the requirements for reporting on open grants through the Performance and Evaluation Report. The PHA must comply with 24 CFR 905.300 of the Capital Fund Final rule regarding amendment of the Five Year Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan.
4. For cases where HUD has approved a Capital Fund Financing Amendment to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP Amendment. The payment of CFP funds due per the amortization scheduled will be made directly to a designated trustee within 3 days of the due date. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in capital and management activities, HUD agrees to disburse to the PHA or the designated trustee from time to time as needed up to the amount of the funding assistance specified herein.
5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(i)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(i)(5) of the Act starts with the effective date of this CFP amendment (the date on which CFP assistance becomes available to the PHA for obligation). Any additional CFP assistance this FY will start with the same effective date.
6. The PHA shall continue to operate each public housing project as low-income housing in compliance with the ACC(s), as amended, the Act and all HUD regulations for a period of twenty years after the last disbursement of CFP assistance for modernization activities for each public housing project or portion thereof and for a period of forty years after the last distribution of CFP assistance for development activities for each public housing project and for a period of ten years following the last payment of assistance from the Operating Fund to each public housing project. Provided further that, no disposition of any project covered by this amendment shall occur unless approved by HUD.
7. The PHA will accept all CFP assistance provided for this FY. If the PHA does not comply with any of its obligations under this CFP Amendment and does not have its Annual PHA Plan approved within the period specified by HUD, HUD shall impose such penalties or take such remedial action as provided by law. HUD may direct the PHA to terminate all work described in the Capital Fund Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
8. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).
(mark one): Yes ☐ No ☐
9. The PHA is required to report in the format and frequency established by HUD on all open Capital Fund grants awarded, including information on the installation of energy conservation measures.
10. If CFP assistance is provided for activities authorized pursuant to agreements between HUD and the PHA under the Rental Assistance Demonstration Program, the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For total conversion of public housing projects, no disposition or conversion of any public housing project covered by these terms and conditions shall occur unless approved by HUD. For partial conversion, the PHA shall continue to operate each non-converted public housing project as low-income housing in accordance with paragraph 7.
11. CFP assistance provided as an Emergency grant or a Safety and Security grant shall be subject to a 12 month obligation and 24 month expenditure timeperiod. CFP assistance provided as a Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must have a recorded and effective Declaration(s) of Trust on all property funded with Capital Fund grants (all types) or HUD will exercise all available remedies including recapture of grant funding.
12. Waste, Fraud, Abuse, and Whistleblower Protections. Any person who becomes aware of the existence or apparent existence of fraud, waste or abuse of any HUD award must report such incidents to both the HUD official responsible for the award and to HUD's Office of Inspector General (OIG). HUD OIG is available to receive allegations of fraud, waste, and abuse related to HUD programs via its hotline number (1-800-347-3735) and its online hotline form. You must comply with 41 U.S.C. § 4712, which includes informing your employees in writing of their rights and remedies, in the predominant native language of the workforce. Under 41 U.S.C. § 4712, employees of a government contractor, subcontractor, grantee, and subgrantee—as well as a personal services contractor—who make a protected disclosure about a Federal grant or contract cannot be discharged, demoted, or otherwise discriminated against as long as they reasonably believe the information they disclose is evidence of:
 1. Gross mismanagement of a Federal contract or grant;
 2. Waste of Federal funds;
 3. Abuse of authority relating to a Federal contract or grant;
 4. Substantial and specific danger to public health and safety; or
 5. Violations of law, rule, or regulation related to a Federal contract or grant.
13. This grant may be subject to the requirements of the Build America Buy, America Act (BABA) which was enacted on November 15, 2021, as part of the Infrastructure Investment and Jobs Act (Public Law 117-58), unless waived by the Department: refer to HUD's BABA webpage for further information (https://www.hud.gov/program_offices/general_counsel/build_america_buy_america)
14. This grant is subject to Executive Order 14218, Ending Taxpayer Subsidization of Open Borders and applicable law. HUD will take steps to ensure that Federal resources are not used to support "sanctuary" policies of State and local jurisdictions that actively prevent federal authorities from deporting illegal aliens.

The parties have executed this CFP Amendment, and it will be effective on the date HUD signs below.

U.S. Dept of HUD	PHA (Executive Director or authorized agent)
By <u>/s/</u> Date: <u>4/1/2026</u>	By _____ Date: _____
<u>Marianne Nazzaro</u>	<u>Title</u>
Title: Deputy Assistant Secretary	
Office Public Housing Invest.	

Previous versions obsolete

form HUD-53012 OMB Approval No. 2577-0303 (exp. 10/31/2026)

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Krysta Gingue
Mary Beth Rudolph
Laurie Young

Nay

None

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

Adjournment: At 1:12 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair

Date

Secretary

Date