

MINUTES

Regular Meeting
Dover Housing Authority
May 26, 2026, 12:10 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 26, 2026, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:10 p.m.

Roll Call

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

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

Also present: Stacey Kearns, Director of Family Services; Dian Maruca, DHA Executive Director; Wendy Chadwick, DHA Finance Director; Samantha de Jong, 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

Public Comment No members of the public attended.

Minutes

Krysta Gingue moved to bring before the Board the Minutes of the Regular Meeting on April 21, 2026. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Minutes of April 21, 2026:

Aye

Timothy Granfield
Mary Beth Rudolph
Krysta Gingue

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
Krysta Gingue
Mary Beth Rudolph

Nay

None

Reports

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

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

Several additional reports were presented during the meeting. Chris Allen delivered an update on Capital Improvements. Cathryn Conway-Dorr presented a 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 – 3/31/2026
- 1623 SDLP Budget Comparative – 3/31/2026
- Addison Place Budget Comparative – 3/31/2026
- HATF Budget Comparative – 3/31/2026
- Statement of Cash Flows – 3/31/2026
- Addison Place Financial Statements – 12/31/2025
- Operating Budget FYE 6/30/2027 Draft

- AMCC & Final Annual Statement CFP 501-22
- AMCC & Final Annual Statement CFP 501-23

Old Business: There was no Old Business discussed.

New Business:

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

RESOLUTION NO. 2026-05-26-01

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

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

WHEREAS, most of these vacated tenants are impossible to locate and/or have deceased; and

WHEREAS, the Operating Budget for fiscal year 2026 allows for provision of writing off accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of \$29,185.93 is hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Krysta Gingue

Nay

None

Mary Beth Rudolph

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

RESOLUTION NO. 2026-05-26-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$938.04 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
Krysta Gingue
Mary Beth Rudolph

Nay

None

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

RESOLUTION NO 2026-05-26-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350122 are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Krysta Gingue
Mary Beth Rudolph

Nay

None

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

RESOLUTION NO 2026-05-26-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Final Performance and Evaluation Report and Actual Modernization Cost Certificate for Capital Fund Program Grant No. NH01P00350123 are hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Krysta Gingue
Mary Beth Rudolph

Nay

None

Miscellaneous: The Whittier Falls Newsletter was reviewed.

Adjournment: At 1:02 p.m. Krysta Gingue moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair

Date

Secretary

Date