

MINUTES

Regular Meeting
Dover Housing Authority
June 30, 2026, 12:08 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 30, 2026, at 62 Whittier Street, Dover, NH. Timothy Granfield called the meeting to order at 12:10 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Krysta Gingue, Commissioner
Mary Beth Rudolph, Commissioner
Robert Carrier, Commissioner

Also present: Dian Maruca, DHA Executive Director; Samantha de Jong, Finance Director, Kathy Noel, DHA Administrative Assistant

Public Comment No members of the public attended.

Minutes

Mark Moeller moved to bring before the Board the Minutes of the Meeting on May 26, 2026. Mary Beth Rudolph seconded the motion.

On a roll call vote to approve the Regular Meeting Minutes of May 26, 2026:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

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
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

Nay

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 June 2026.

Additionally, the Family Self-Sufficiency Report and Housing Statistics were reviewed.

The following Financial Reports were presented by Samantha de Jong:

- DHA Budget Comparative – 4/30/2026
- 1623 SDLP Budget Comparative – 4/30/2026
- Addison Place Budget Comparative – 4/30/2026
- HATF Budget Comparative – 4/30/2026
- Statement of Cash Flows – 4/30/2026
- Operating Budget FYB 7/1/2026
- Insurance Renewal Proposal 2026-2027
- Insurance Register 2026-2027
- Memorandum of Agreement – City of Dover Police

The Operating Budget and the terms of the MOU for the DHA Police Liaison were discussed.

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. 2026-06-30-01

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PHA Board Resolution
Approving Operating Budget

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

OMB Approval No. 2577-0029 (exp. 04/30/2027)

Public reporting burden for this collection of information is estimated to average 136.2 minutes per response, including the time for reviewing instructions, searching existing data sources, gathering, and maintaining the data needed, completing the operating budget and completing and reviewing the collection of information. Send comments regarding this burden estimate or any other aspect of this collection of information including suggestions for reducing this burden, to the Reports Management Officer, QDAM, Department of Housing and Urban Development, 451 7th Street, SW, Room 4176, Washington, DC 20410. When providing comments, please refer to OMB Approval No. 2577-0029. This agency may not collect this information, and you are not required to complete this form, unless it displays a currently valid OMB control number.

This information is required by Section 6(c)(4) of the U.S. Housing Act of 1937. The information is the operating budget for the low-income public housing program and provides a summary of the proposed and budgeted receipts and expenditures, approval of budgeted receipts and expenditures, and justification of certain specified amounts. HUD reviews the information to determine if the operating budget adopted by the public housing agency (PHA) and the amounts are reasonable, and that the PHA complies with HUD prescribed procedures. PHA boards must approve the operating budget and HUD requires boards to certify their approval through this form. Responses are required to obtain benefits. This information does not lend itself to confidentiality.

PHA Name: **Dover Housing Authority**

PHA Code: **NH003**

PHA Fiscal Year Beginning **July 1, 2026**

Board Resolution Number: **2026-06-30-01**

Acting on behalf of the Board of Commissioners of the above-named PHA as its Chairperson, I make the following certifications and agreement to the Department of Housing and Urban Development (HUD) regarding the Board's approval of (check one or more as applicable):

- | | <u>DATE</u> |
|---|----------------------|
| ☒ Operating Budget approved by Board resolution on: | June 30, 2026 |
| ☐ Operating Budget submitted to HUD, if applicable, on: | |
| ☐ Operating Budget revision approved by Board resolution on: | |
| ☐ Operating Budget revision submitted to HUD, if applicable, on: | |

I certify on behalf of the above-named PHA that:

1. All statutory and regulatory requirements have been met;
2. The PHA has sufficient operating reserves to meet the working capital needs of its developments;
3. Proposed budget expenditure are necessary in the efficient and economical operation of the housing for the purpose of serving low-income residents;
4. The budget indicates a source of funds adequate to cover all proposed expenditures;
5. The PHA will comply with the wage rate requirement under 24 CFR 968.110(c) and (f); and
6. The PHA will comply with the requirements for access to records and audits under 24 CFR 968.110(i).

I/We, the undersigned, certify under penalty of perjury that the information provided above is true and correct.

WARNING: Anyone who knowingly submits a false claim or makes a false statement is subject to criminal and/or civil penalties, including confinement for up to 5 years, fines, and civil and administrative penalties. (18 U.S.C. §§ 287, 1001, 1010, 1012; 31 U.S.C. § 3729, 3802).

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

Nay

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

RESOLUTION NO. 2026-06-30-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority the attached proposals for Property insurance (Package) through Housing Authority Insurance Group (HAI), General Liability insurance (Package) through Housing Authority Risk Retention Group (HARRG), Public Officials Liability Insurance through Johnson & Johnson, and Business Auto (service vehicles) through Safety Insurance are hereby approved.

BE IT FURTHER RESOLVED coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2026 through June 30, 2027, and coverage under the Business Auto policies is effective July 1, 2026 through July 1, 2027.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue

Nay

Robert Carrier

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

RESOLUTION NO. 2026-06-30-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Memorandum of Agreement with the City of Dover Police Department is hereby approved.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

Nay

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

RESOLUTION NO 2026-06-30-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$84,847.63 from TD Bank, Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED the funds withdrawn will be distributed to FSS program participants who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

Nay

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

RESOLUTION NO. 2026-06-30-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$1,030.97 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
Robert Carrier

Nay

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

Mary Beth Rudolph.

RESOLUTION NO. 2026-06-30-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$2,495.97** from TD Bank Account No. 7764010119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, the funds withdrawn have been forfeited by a program participant who did not fulfill their contract obligations under the FSS Program and will be transferred to the FSS Forfeitures General Fund.

On a roll call vote to approve the Resolution:

Aye

Timothy Granfield
Mark Moeller
Mary Beth Rudolph
Krysta Gingue
Robert Carrier

Nay

Miscellaneous: The Primex Workers' Compensation Return of Surplus Letter was reviewed.

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
Mark Moeller

Nay

None

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Mary Beth Rudolph
Krysta Gingue
Robert Carrier

The Regular Meeting recessed at 12.53 p.m.
The Regular Meeting resumed at 1:23 p.m.

Adjournment: At 1:23 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Mary Beth Rudolph. All agreed.

Chair Date

Secretary Date