

MINUTES

Regular Meeting
Dover Housing Authority
March 23, 2021

On March 23, 12:00 p.m. Timothy Granfield, Chair, made the following statement:

“I find that there is an “emergency” within the meaning of RSA 91-A:2, III(b) because of the ongoing COVID-19 pandemic, which has led to various restrictions by state authorities and additional recommended limitations on being in public for symptomatic or high-risk individuals, or gathering in large numbers, all of which have resulted in an inability or inadvisability, or both, of a quorum being physically present for this meeting. It is imperative the Board of Commissioners of the Dover Housing Authority hold regular meetings. Furthermore, there is no anticipated or foreseeable end date for the current restrictions and recommended limitations.”

A Notice was published to invite the public to join the meeting via computer, tablet or smartphone, using a link and access code or by telephone.

Three (3) board members are participating in the Regular Board Meeting. Mark Moeller and Patricia Silberblatt qualify for vulnerable status regarding Covid 19 and appear by telephone. Timothy Granfield also appears by telephone. A quorum is achieved by the participation by telephone by three (3) board members.

The Regular meeting was called to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Patricia Silberblatt, Commissioner

Absent: Rachel Stansfield, Commissioner; Noreen Biehl, Commissioner

Also present by telephone were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Eric Sanderson, Capital Improvements Coordinator; Wendy Tenney, Finance Director; Ryan Crosby, New Executive Director; Officer Juel Cooper, DHA Liaison Officer; James Griffin, DHA Accountant

Public Comment: There were no members of the public present.

Minutes

Mark Moeller moved to accept the Regular Meeting Minutes of March 2, 2021 and Patricia Silberblatt seconded:

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Patricia Silberblatt seconded to approve the manifests for: Payroll, Housing, 1623 Settlement, Section 8, Addison Place, and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt

Reports

Mark Moeller moved to bring the reports to the table, seconded by Patricia Silberblatt .

Report of Executive Director dated March 23, 2021. Allan Krans presented his report to the Commissioners.

The Board discussed conducting meetings in person, starting in May or June. Niles Park Community Hall was discussed as a possible location to allow for social distancing. The meeting notice will be posted according to protocol.

The Commissioners reviewed and discussed the Capital Improvements Report, The DHA Liaison Officer Report, Housing Statistics, the FSS Coordinators' Report, and the Resident Services Coordinator's Report.

The following Financial Reports were presented to the Commissioners:

- DHA Financial Statements – FYE 6/30/2021
- DHA Budget FYE 6/30/2021 – Revision #1
- DHA Budget Comparative – 1/31/2021
- Addison Place Budget Comparative – 1/31/2021
- 1623 SDLP Budget Comparative – 1/31/2021
- Covered Bridge Manor Budget Comparative – 12/31/2020
- Statement of Cash Flow Report – 1/31/2021
- Addison Place Budget – CY 2021
- Capital Fund 5-Year Plan 2021-2025

- Capital Fund 501-18 Actual Modernization Cost Certificate and Final Performance & Evaluation

Policy Reviews: The Capitalization Policy and Rent Collection Policy were reviewed.

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

Old Business: There was no old business discussed.

New Business:

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

RESOLUTION NO 2021-03-23-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the PHA Annual Plan, FYB 7/1/2021, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Patricia Silberblatt

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

RESOLUTION NO. 2021-03-23-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2021-2025, is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

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

RESOLUTION NO 2021-03-23-03

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. NH01P00350118 are hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Nay

None

Mark Moeller
Patricia Silberblatt

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

RESOLUTION NO. 2021-03-23-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Revision No. 1 of the Operating Budget for Fiscal Year Ending 6/30/2021 is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2021-03-23-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Ryan Crosby, incoming Executive Director, is hereby authorized to attend webinar training to include Asset Repositioning, Fair Housing and Reasonable Accommodation, Public Housing Management, Moving to Work, Financial Management and Procurement.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Patricia Silberblatt

Nay

None

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

See next page:

Minutes
Dover Housing Authority
March 23, 2021
Page 8 of 9

Resolution 2021-03-23-06

2021 Capital Fund

**Capital Fund Program
(CFP) Amendment
To The Consolidated Annual Contributions
Contract (form HUD-53012)**

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

1. The ACC(s) is (are) amended to provide CFP assistance in the amount HUD regulations for a period of twenty years after the last disbursement of specified above for development, capital and management activities of PHA CFP assistance for modernization activities for each public housing project or projects. This CFP Amendment is a part of the ACC(s). 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
2. The PHA must carry out all development, capital and management activities period of ten years following the last payment of assistance from the Operating in accordance with the United States Housing Act of 1937 (the Act), 24 CFR Fund to each public housing project. Provided further that, no disposition of any Part 905 (the Capital Fund Final rule) as well as other applicable HUD project covered by this amendment shall occur unless approved by 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 8. The PHA will accept all CFP assistance provided for this FY. If the PHA does amendment only, the PHA may use no more than 25 percent for activities that are not comply with any of its obligations under this CFP Amendment and does not eligible under section 9(e) of the Act only if the PHA's HUD-approved Five Year have its Annual PHA Plan approved within the period specified by HUD, HUD Action Plan provides for such use; however, if the PHA owns or operates less shall impose such penalties or take such remedial action as provided by law. than 250 public housing dwelling units, such PHA may continue to use the full HUD may direct the PHA to terminate all work described in the Capital Fund flexibility in section 9(g)(2) of the Act. Annual Statement of the Annual PHA Plan. In such case, the PHA shall only incur additional costs with HUD approval.
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 9. Implementation or use of funding assistance provided under this CFP Performance and Evaluation Report. The PHA must comply with 24 CFR Amendment is subject to the attached corrective action order(s). 905.300 of the Capital Fund Final rule regarding amendment of the Five Year (mark one) : Yes No Action Plan where the PHA proposes a Significant Amendment to the Capital Fund Five Year Action Plan. 10. 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
4. For cases where HUD has approved a Capital Fund Financing Amendment installation of energy conservation measures. to the ACC, HUD will deduct the payment for amortization scheduled payments from the grant immediately on the effective date of this CFP 11. If CFP assistance is provided for activities authorized pursuant to agreements Amendment. The payment of CFP funds due per the amortization scheduled between HUD and the PHA under the Rental Assistance Demonstration Program, will be made directly to a designated trustee within 3 days of the due date. the PHA shall follow such applicable statutory authorities and all applicable HUD regulations and requirements. For *total conversion* of public housing projects, no
5. Unless otherwise provided, the 24 month time period in which the PHA must disposition or conversion of any public housing project covered by these terms and obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 conditions shall occur unless approved by HUD. For *partial conversion* , the PHA month time period in which the PHA must expend this CFP assistance shall continue to operate each non-converted public housing project as low-income pursuant to section 9(j)(5) of the Act starts with the effective date of this CFP housing in accordance with paragraph 7. 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 12. CFP assistance provided as an Emergency grant or a Safety and Security effective date. grant shall be subject to a 12 month obligation and 24 month expenditure time period. CFP assistance provided as a Natural Disaster grant shall be subject to a
6. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in 24 month obligation and 48 month expenditure time period. The start date shall be development, capital and management activities, HUD agrees to disburse to the date on which such funding becomes available to the PHA for obligation. The the PHA or the designated trustee from time to time as needed up to the PHA must record the Declaration(s) of Trust within 60 days of the effective date or amount of the funding assistance specified herein. HUD will recapture the grant funding.

U.S. Department of Housing and Urban Development PHA (Executive Director or authorized agent)

By Date:

Robert E. Mulderig

Title

Deputy Assistant Secretary, Office of Public Hsg Investments

Previous versions obsolete form **HUD-52840-A** OMB Approval No. 2577-0157 (exp. 11/30/2023)

The parties have executed this CFP Amendment, and it will be effective on February 23, 2021. This is the date on which CFP assistance becomes available to the PHA for obligation. Date:

2021 Capital Fund

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

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 Consolidated Annual Contributions Contract(s) ACC(s) Numbers(s) (On File) dated (On File)

Whereas, in accordance with Section 235 of Public Law 116-6, Division H, Title II,

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 development, 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. HUD will provide a revised ACC Amendment authorizing such additional amounts.

Digitally signed by: ROBERT MULDERIG
DN: CN = ROBERT MULDERIG C = US O = U.
S. Government OU = Department of Housing
and Urban Development, Office of Housing
Date: 2021.02.23 10:48:23 -05'00'

ROBERT MULDERIG

Miscellaneous:

The Whittier Falls Newsletter and the CBM Service Coordinator Report were reviewed.

Adjournment: At 12:50 p.m. Mark Moeller moved to adjourn, seconded by Patricia Silberblatt. All agreed.

Chair	Date
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Secretary	Date
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