

MINUTES

Regular Meeting
Dover Housing Authority
May 24, 2022, 12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday May 24, at 62 Whittier Street, Dover, NH. Timothy Granfield, Chair, called the meeting to order at 12:00 p.m.

Roll Call

Timothy Granfield, Chair
Patricia Silberblatt, Commissioner
Rachel Stansfield, Commissioner

Absent at the time of roll call: Mark Moeller, Vice Chair; Noreen Biehl, Commissioner

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Zachary Messier, Capital Improvements Coordinator; Cathleen Gallagher, HCV Officer

Public Comment: No members of the public attended.

Minutes

Rachel Stansfield moved to accept the Minutes of April 22, 2022, and Patricia Silberblatt seconded.

On a roll call vote to approve the Minutes:

Aye

Nay

Timothy Granfield
Patricia Silberblatt
Rachel Stansfield

None

Manifests and Correspondence

The check manifests were presented. Rachel Stansfield moved, and Patricia Silberblatt seconded to approve the manifests for: Payroll, Public Housing, 1623 Settlement, Section 8 HCV, Addison Place/Whittier Falls Inc., and Covered Bridge Manor.

On a roll call vote to approve the manifests:

Aye

Timothy Granfield
Patricia Silberblatt
Rachel Stansfield

Nay

None

Mark Moeller arrived at the meeting at 12:05 p.m.

Reports

Rachel Stansfield moved to bring the reports to the table, seconded by Patricia Silberblatt.

Report of Executive Director (E.D.) dated April-May 2022, was presented to the Commissioners by Ryan Crosby, E.D.

Zachary Messier discussed cost savings opportunities for Maintenance and

updated the Board on Capital Improvements.

The DHA Liaison Officer Report, Housing Statistics, Family Self-Sufficiency Report, and Resident Services Report were reviewed.

The following Financial Reports were presented to the Board:

- DHA Budget Comparative – 03/31/2022
- 1623 SDLP Budget Comparative – 3/31/2022
- Operating Budget FYE 6/30/2022 - DRAFT
- Statement of Cash Flow – 03/31/2022
- Write-Offs TAR Accounts
- Write-Offs HCV Fraud Repayment Agreement
- Whittier Falls Inc. Financial Statements 12/31/2021

Policy Reviews:

The Board reviewed the following:

Check Signing Policy
Internal Controls Policy
Criminal History Record Information Policy
Admin Plan

On a roll call vote to approve the reports:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield
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 Rachel Stansfield:

RESOLUTION NO. 2022-05-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the adoption of the *Criminal History Record Information (CHRI) Policy* is hereby approved.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2022-05-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$5,860.69 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 an FSS program participant who successfully completed the requirements of their Contract of Participation.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield
Patricia Silberblatt

Nay

None

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

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RESOLUTION NO. 2022-05-24-03

2022 Capital Fund

OMB Approval No. 2577-0075
(exp. 08/31/2023)

Capital Fund Program
(CFP) Amendment
Annual Contributions Contract
Terms and Conditions (HUD-52840-A)

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 2577-0075. 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 117-103, Division L, 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 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.

\$ \$798,162.00 for Fiscal Year 2022 to be referred to under Capital Fund Grant Number NH01P00350122
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.

5. Unless otherwise provided, the 24 month time period in which the PHA must obligate this CFP assistance pursuant to section 9(j)(1) of the Act and 48 month time period in which the PHA must expend this CFP assistance pursuant to section 9(j)(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. 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.

7. 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.

8. 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.

9. Implementation or use of funding assistance provided under this CFP Amendment is subject to the attached corrective action order(s).

(mark one): Yes ☐ No ☐

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 installation of energy conservation measures.

11. 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.

12. 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.

The parties have executed this CFP Amendment, and it will be effective on May 12, 2022. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By <u>/s/ Robert E. Mulderig</u> Title <u>Deputy Assistant Secretary, Office of Public Hsg Investments</u> Previous versions obsolete	Date: May 12, 2022	PHA (Executive Director or authorized agent) By <u>Ryan M. Crosby, Executive Director</u> Title form HUD-52840-A OMB Approval No. 2577-0075 (exp. 08/31/2023)	Date: May 24, 2022
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On a roll call vote to approve the resolution:

Aye

Timothy Granfield
Mark Moeller
Rachel Stansfield
Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2022-05-24-04

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 2022 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 \$1,519.33 is hereby approved.

On a roll call vote to approve the resolution:

Aye

Nay

Timothy Granfield	None
Mark Moeller	
Rachel Stansfield	
Patricia Silberblatt	

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

RESOLUTION NO. 2022-05-24-05

WHEREAS, the attached is a list of previous voucher holders of the Dover Housing Authority Housing Choice Voucher Program (HCV); and

WHEREAS, each of these persons entered into a fraud repayment agreement with the Dover Housing Authority; and

WHEREAS, due to the fact these persons are no longer in the HCV program with the Dover Housing Authority and are impossible to locate or have deceased.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the write-off of accounts receivable in the amount of \$2,037.00 is hereby approved.

On a roll call vote to approve the resolution:

<u>Aye</u>	<u>Nay</u>
Timothy Granfield	None
Mark Moeller	
Rachel Stansfield	
Patricia Silberblatt	

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

RESOLUTION NO. 2022-05-24-07

WHEREAS, property located at 9 Birchwood Place, Dover, NH is available for purchase; and

WHEREAS, the Executive Director has viewed the property and assessed the advantage to adding it to the Dover Housing Authority portfolio; and

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority hereby authorize the Executive Director to make an offer to purchase real estate located at 9 Birchwood Place, Dover, NH up to Four Hundred Thousand Dollars (\$400,000) with no contingencies. The Executive Director is further authorized to sign all closing documents for the completion of the transaction.

On a roll call vote to approve the resolution:

Aye

Timothy Granfield

Mark Moeller

Rachel Stansfield

Patricia Silberblatt

Nay

None

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

RESOLUTION NO. 2022-05-24-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,107.00 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

Rachel Stansfield

Patricia Silberblatt

Nay

None

Miscellaneous: The Whittier Falls Newsletter was presented to the Board.

Timothy Granfield made a motion to recess the Regular Meeting to have a Nonpublic Meeting regarding a Personnel matter. The motion was seconded by Rachel Stansfield. This is in accordance with RSA 91-A:3II (a) The dismissal, promotion, or compensation of any public employee or the disciplining of such employee, or the investigation of any charges against him or her, unless the employee affected (1) has a right to a meeting and (2) requests that the meeting be open, in which case the request shall be granted.

On a roll call vote to recess the Regular Meeting.

Aye

Nay

Timothy Granfield
Mark Moeller
Patricia Silberblatt
Rachel Stansfield

None

The regular meeting recessed at 1:20 p.m.

The regular meeting resumed at 1:37 p.m.

Adjournment: At 1:38 p.m. Mark Moeller moved to adjourn, seconded by Rachel Stansfield. All agreed.

Chair

Date

Secretary

Date