

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
March 28, 2023, 12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 28, at 62 Whittier Street, Dover, NH. Mark Moeller, Vice Chair, called the meeting to order at 12:00 p.m.

### **Roll Call**

Timothy Granfield, Chair  
Mark Moeller, Vice Chair  
Noreen Biehl, Commissioner  
Patricia Silberblatt, Commissioner  
Laurie Young, Commissioner

Also present: Ryan Crosby, Executive Director; Wendy Tenney, Finance Director; Zachary Messier, Capital Improvements Coordinator; Kathy Noel, Administrative Assistant; Jim Gagne, Maintenance Supervisor; Steve Acton, Maintenance Shop Foreman; James Griffin, Accountant; Stacey Kearns, Director of Family Services

**Public Comment:** No Members of the Public were present.

### **Minutes**

Mark Moeller moved to accept the Minutes of February 28, 2023, and Noreen Biehl seconded.

On a roll call vote to approve the Minutes:

#### **Aye**

Timothy Granfield

#### **Nay**

None

Mark Moeller  
Patricia Silberblatt  
Noreen Biehl  
Laurie Young

### **Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, and Noreen Biehl 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  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

#### **Nay**

None

### **Reports**

Mark Moeller made a motion to bring the reports to the table, seconded by Patricia Silberblatt.

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

Zachary Messier presented a summary of Capital Improvements.

Ryan Crosby presented the following reports to the Board: DHA Liaison Officer Report, Housing Statistics, FSS Report and the Resident Services Report.

Kathy Noel gave a brief update on MTW and the Resolutions for the PHA Plan and MTW Supplement.

The following Financial Reports were reviewed by the Board:

- DHA Financial Statement FYE 6/30/2022
- DHA Budget Comparative – 01/31/2023
- 1623 SDLP Budget Comparative – 01/31/2023
- Addison Place Budget Comparative – None this month
- CBM Budget Comparative – 02/28/2023
- SOCC Budget Comparative – 01/31/2023
- Statement of Cash Flow Report – 01/31/2023

**Policy Reviews:** The following Policies were reviewed.

Rent Collection  
Capitalization Policy

**Old Business:** There was no Old Business brought before the Board.

**New Business:**

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

**RESOLUTION NO 2023-03-28-01**

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan FYB 2023;

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**Nay**

None

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

**RESOLUTION NO 2023-03-28-02**

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority, approve the PHA Annual Plan Moving to Work Supplement FYB 2023;

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Capital Fund 5-Year Action Plan for 2023-2027, is hereby approved.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**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. 2023-03-28-04**

**2023 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 117-328, 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.

\$ \$704,547.00 for Fiscal Year 2023 to be referred to under the Capital Fund Grant Number NH01P00350123

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 time period. 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 the date HUD signs below.

U.S. Dept of HUD

By /s/

Date: 02/17/2023

Marianne Nazzaro

Title: Deputy Assistant Secretary  
Office Public Housing Investments

PHA (Executive Director or authorized agent)

Date: 3/28/2023

By

Title

Previous versions obsolete

form HUD-52840-A OMB Approval No. 2577-0075 exp. 08/31/2023

7(d)

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, Zachary Messier is hereby authorized to attend the Professional Grant Writing course through the UNH Professional Development & Training website.

BE IT FURTHER RESOLVED, all expenses in connection with taking this course are hereby approved.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$201.34 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

Noreen Biehl

Patricia Silberblatt

Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-07**



NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$2,373.00 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 FSS program participants to help achieve their FSS goals.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield

Mark Moeller

Noreen Biehl

Patricia Silberblatt

Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-08**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of **\$22,986.12** 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 program participants who did not fulfill their contract obligations under the FSS Program and will be transferred to the Housing Choice Voucher operating account.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt  
Laurie Young

**Nay**

None

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

**RESOLUTION NO. 2023-03-28-09**

WHEREAS, the Executive Director has viewed property located at 36 Olive Meadow Lane, Dover, NH, along with the developer GSD Group (John and Margaret Randolph),

NOW, THEREFORE, BE IT RESOLVED, the Commissioners of the Dover Housing Authority hereby authorize the Executive Director to form an entity to explore acquiring an ownership stake, including real estate investment, acquisition, and development of the property at 36 Olive Meadow Lane.

On a roll call vote to approve the resolution:

**Aye**

Timothy Granfield  
Mark Moeller  
Noreen Biehl  
Patricia Silberblatt

**Nay**

None

Laurie Young

**Miscellaneous:** Whittier Falls Newsletter was reviewed by the Board.

**Adjournment:** At 1:23 p.m. Mark Moeller moved to adjourn the Regular Meeting, seconded by Noreen Biehl. All agreed.

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Chair

Date

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Secretary

Date