

## MINUTES

Regular Meeting  
Dover Housing Authority  
August 20, 2013  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 20 at 12:15 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chairman Marjorie Briand called the meeting to order.

### Roll Call

Marjorie Briand, Chairman  
John McCooey, Vice Chair  
Barbara Caron, Commissioner  
Mark Moeller, Commissioner  
Timothy Granfield, Commissioner

Also present were: Allan Krans, Executive Director; Kathy Noel, Administrative Assistant; Officer Bobby Joslin, DHA Liaison Officer

### Public Comment

There were no members of the public present.

### Minutes

The Minutes of the Regular Meeting of July 23, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by John McCooey.

On a roll call vote:

#### Aye

Marjorie Briand  
John McCooey  
Barbara Caron

#### Nay

None

Mark Moeller  
Timothy Granfield

**Manifests and Correspondence**

The check manifests were presented. John McCooey moved, seconded by Mark Moeller, to approve payroll checks numbered 016897 through 016958; housing checks numbered 036553 through 036678; Section 8 HCV checks numbered 034224 through 034344 and D007056 through D007139; Addison Place checks numbered 004391 through 004410; and Covered Bridge Manor checks numbered 002936 through 002953.

The Board discussed the manifests.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

**Reports**

Mark Moeller moved to accept the following reports as presented, seconded by Timothy Granfield:

Report of Executive Director dated August 20, 2013. The Executive Director presented his report to the Board.

Housing Statistics Report for August 2013. There were no questions or comments.

Report of DHA Liaison Officer for August 2013. The written report was presented to the Board. There was a brief discussion of the report.

Report of Capital Fund Manager for August 2013. There was no report this month.

The services and program reports were presented to the Board, including the Report of Senior Supportive Services, the Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator, Report of Public Housing FSS (PHFSS) Program Coordinator, Report of Resident Services Coordinator (RSC) for August 2013. There were no questions or comments.

Financial Reports. The budget comparative was reviewed by the Board Members.

Policy Review. Allan Krans asked the Board to review the No-Smoking Policy but to table any action.

**Old Business.**

There was no old business.

**New Business**

Barbara Caron moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2013-08-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,096.00 from TD Bank, Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

John McCooey moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2013-08-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$60.00 from TD Bank, Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooley  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

John McCooley moved to adopt the following resolution, seconded by Mark Moeller: (continued to next page)

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Minutes  
Dover Housing Authority  
August 20, 2013  
Page 6 of 11

RESOLUTION NO 2013-08-20-3

2013 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

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) Number(s) NY-424 dated 2/14/1996

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 developments in order to ensure that such  
developments 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.

\$ \$518,745.00 for Fiscal Year 2013 to be referred to under Capital Fund Grant Number NH36P00350113  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

20

Whereas, HUD and the PHA are entering into the CFP Amendment Number \_\_\_\_\_

Now Therefore, the ACC(s) is (are) 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 developments.  
This amendment is a part of the ACC(s).

2. The capital and management activities shall be carried out in accordance  
with all HUD regulations and other requirements applicable to the Capital Fund  
Program.

3. (Check one)

a. For Non-qualified PHAs:

(i) In accordance with the HUD regulations, the Annual  
PHA Plan has been adopted by the PHA and approved by HUD, and may  
be amended from time to time. The capital and management activities  
shall be carried out as described in the CFP Annual Statement/Performance  
and Evaluation Report (HUD-50075.1).

OR

(ii) If the Annual PHA Plan has not been adopted by the PHA and  
approved by HUD, the PHA may use its CFP assistance under this contract for  
work items contained in its CFP-Five-Year Action Plan (HUD-50075.2), before  
the Annual PHA Plan is approved.

b. For Qualified PHAs:

(i) The CFP Annual Statement/Performance and Evaluation Report  
(HUD-50075.1) has been adopted by the PHA and verified by HUD. The  
capital and management activities shall be carried out as described therein.  
OR

(ii) If the CFP Annual Statement/Performance and Evaluation Report  
has not been adopted by the PHA and/or verified by HUD, the PHA may use its  
CFP assistance under this contract for work items contained in its approved  
CFP 5-Year Action Plan (HUD-50075.2), before the CFP Annual  
Statement/Performance and Evaluation Report is adopted by the PHA and  
verified by HUD.

For cases where HUD has approved a Capital Fund Financing Amendment to  
the ACC (CFP Amendment attached), 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 schedule will be made directly to a designated trustee (Trustee  
Agreement attached) within 3 days of the due date.

Regardless of the selection above, the 24 month time period in which the PHA  
must obligate this CFP assistance pursuant to section 9(j)(1) of the United States

The PHA acknowledges its responsibility for adherence to this amendment. The parties have executed this Amendment, and it will be  
effective 9/9/2013. This is the date on which CFP assistance becomes available to the PHA for obligation.

Housing Act of 1937, as amended, (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.

4. Subject to the provisions of the ACC(s) and paragraph 3, and to assist in the  
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.

5. The PHA shall continue to operate each development 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 any public housing or portion thereof and for a period  
of forty years after the last distribution of CFP assistance for development  
activities for any public housing and for a period of ten years following the last  
payment of assistance from the Operating Fund to the PHA. However, the  
provisions of Section 7 of the ACC shall remain in effect for so long as HUD  
determines there is any outstanding indebtedness of the PHA to HUD which  
arose in connection with any development(s) under the ACC(s) and which is not  
eligible for forgiveness, and provided further that, no disposition of any  
development covered by this amendment shall occur unless approved by HUD.

6. The PHA will accept all CFP assistance provided for this FY. If the PHA  
does not comply with any of its obligations under this 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.

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

(mark one) : \_\_\_\_\_ Yes  No

8. At a public housing development level and in the format and frequency  
established by HUD, the PHA is required to report on all Capital Fund grants  
awarded that have not closed, including information on the installation of  
energy conservation measures.

U.S. Department of Housing and Urban Development

PHA Executive Director

By \_\_\_\_\_ Date: \_\_\_\_\_

By \_\_\_\_\_ Date: August 20, 2013

Title

Title

Allan B. Krans  
Executive Director

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

Barbara Caron moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2013-08-20-04**

WHEREAS, Christopher Leigh is presently employed by the Dover Housing Authority as a Maintenance Mechanic; and

WHEREAS, Christopher Leigh has served the Dover Housing Authority with personal commitment, dedication, and an exceptional level of performance; and

WHEREAS, Christopher Leigh acted in quick response to prevent further damage to persons and property by extinguishing a fire on August 5, 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners extend their appreciation to Christopher Leigh for exceptional service and dedication to the Dover Housing Authority.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to present a certificate of appreciation to Christopher Leigh.

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

Mark Moeller moved to adopt the following resolution, seconded by Timothy Granfield:

**RESOLUTION NO. 2013-08-20-05**

WHEREAS, Christopher Allen is presently employed by the Dover Housing Authority as a Maintenance Laborer; and

WHEREAS, Christopher Allen has served the Dover Housing Authority with personal commitment, dedication, and an exceptional level of performance; and

WHEREAS, Christopher Allen acted in quick response to prevent further damage to persons and property by extinguishing a fire on August 5, 2013;

NOW, THEREFORE, BE IT RESOLVED, that the Board of Commissioners extend their appreciation to Christopher Allen for exceptional service and dedication to the Dover Housing Authority.

BE IT FURTHER RESOLVED, that the Board of Commissioners authorizes the Executive Director to present a certificate of appreciation to Christopher Allen.

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooley  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

Barbara Caron moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2013-08-20-06**

WHEREAS, the Board of Commissioners has discussed and approved Allan Krans to research and negotiate terms in the leasing of the property of the Seymour Osman Community Center (SOCC) at 40 Hampshire Circle, Dover, NH to the Cocheco Arts and Technology Academy (CATA); and

WHEREAS the fee of the rental of the SOCC would be in the amount of \$24,000 for a one year lease; and

WHEREAS the one year lease would include ten parking spaces available for CATA faculty at the DHA Maintenance Facility; and

WHEREAS the Cocheco Arts and Technology Academy also has requested the rental of the Dover Housing Authority Annex at 4 Tolend Road for the amount of \$12,000 for a one year lease; and

WHEREAS ten parking permits may be purchased from the Dover Housing Authority for student parking in the amount of \$100 per school year at 4 Tolend Road,

NOW, THEREFORE, BE IT RESOLVED, that Allan Krans is authorized to sign a one year lease with the Cocheco Arts and Technology Academy

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooey  
Barbara Caron  
Mark Moeller  
Timothy Granfield

None

John McCooey moved to adopt the following resolution, seconded by Mark Moeller:

**RESOLUTION NO. 2013-05-21-07**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Shanna Pinheiro is hereby authorized to attend the Nan McKay Rent Calculation II Workshop, sponsored by New Hampshire Housing Authorities Corporation (NHHAC), on September 17-18, 2013 in Manchester, NH.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance at this seminar is hereby approved.

On a roll call vote:

Aye

Nay

Marjorie Briand  
John McCooey  
Barbara Caron

None

