

## **MINUTES**

Regular Meeting-DRAFT  
Dover Housing Authority  
March 17 2015  
12:00 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, March 17 at 12:00 p.m. at the Dover Housing Authority Administrative Office, 62 Whittier Street, Dover, NH. Chair Marjorie Briand called the meeting to order.

### **Roll Call**

Marjorie Briand, Chair  
Timothy Granfield, Vice Chair  
Patricia Silberblatt, Commissioner  
Barbara Caron, Commissioner

Absent: Mark Moeller, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; Kathy Noel, Administrative Assistant; Ross Seavey, Capital Improvements Coordinator; Stacey Kearns, Director of Family Services and the Seymour Osman Center

### **Public Comment**

No members of the public were present.

### **Minutes**

The Minutes of the Regular Meeting of February 17, 2015 were presented.

Timothy Granfield moved to accept the minutes, seconded by Barbara Caron.

There were no questions or comments.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

**Nay**

None

**Manifests and Correspondence**

The check manifests were presented. Timothy Granfield moved, seconded by Patricia Silberblatt, to approve payroll checks numbered 018605 through 018684; housing checks numbered 038675 through 038774; Section 8 HCV checks numbered 036448 through 036549 and D008735 through D008813; Addison Place checks numbered 004822 through 004848; and Covered Bridge Manor checks numbered 003288 through 003304.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron

**Nay**

None

Patricia Silberblatt

**Reports**

Timothy Granfield moved to accept the reports, seconded by Barbara Caron:

Report of Executive Director dated March 17, 2015. Allan Krans presented his report to the Board. Mr. Krans informed the Board the consultant for the RAD (Rental Assistance Demonstration) application recommended the Authority focus on RAD approval only for AMP 1. There will be 2 Public Hearings about the program, March 30 and March 31, for the residents, both to be held in the early evening.

Allan Krans asked Stacey Kearns to update the Board on the Seymour Osman Center. Ms. Kearns reported the Center is moving forward with the new Board Members, a New Mission Statement and high energy. The Director of the Center reported the Middle School program has been reinstated on a limit basis but the need and desire is to extend the program to five days a week. The Board briefly discussed the programs with Ms. Kearns and thanked her for coming in.

Stacey Kearns left the meeting following her report.

Report of Housing Statistics Report March 2015. The Board reviewed the Security Deposit Refunds for the move-outs in February and March.

Report of DHA Liaison Officer for March 2015. Allan Krans informed the Board, Officer Jason Feliciano, who was unable to attend, reported the number of bannings has greatly increased this year; it should have a positive impact in reducing problems and concerns in the neighborhood.

Report of Capital Improvements Coordinator for March 2015. The Capital Fund Manager summarized his report. Ross Seavey explained the latest revision in the 5-year Budget; it includes added line items in the AMPS to allow for some flexibility. Mr. Seavey and Ms. Tenney talked briefly about the need and cost savings from replacing the old boilers in AMP 1. Mr. Seavey reported, the plan is to replace old inefficient boilers with new ones in a preempted manner.

Report of the FSS Coordinators for March 2015 was reviewed by the Board. Timothy Granfield, Marjorie Briand and the Board noted the low cost computers offered by Microsoft can be of significant help to participants working on educational and employment goals.

Financial Reports: Wendy Tenney reviewed the DHA and the Addison Place January 2015 Budget Comparatives with the Commissioners.

**Old Business:**

There was no old business discussed.

**New Business:**

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron.

**RESOLUTION NO. 2015-03-17-01**

(HUD Form 50077)  
See PHA Plan for Text

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

**Nay**

None

Timothy Granfield moved to adopt the following resolution, seconded by Patricia Silberblatt.

**RESOLUTION NO. 2015-03-17-02**

NOW COME, the Board of Commissioners of the Dover Housing Authority (DHA) who waive notice of an Annual Meeting and who elect officers of the Seymour Osman Community Center:

WHEREAS, Roxanne Osgood is nominated by a person currently serving on the DHA Board of Commissioners and;

WHEREAS, the said nominated person demonstrates an interest in youth development, parent support and outreach, crime prevention programs, mentoring and housing support services and;

WHEREAS, the Board of Commissioners shall make the final determination in any question of matter concerning eligibility to become a member.

Timothy Granfield added, Ms. Osgood can bring a resident's perspective to the SOCC Board since she lives at the Housing Authority.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

Timothy Granfield moved to adopt the following resolution, seconded by Patricia Silberblatt.

**RESOLUTION NO. 2015-03-17-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority as follows:

WHEREAS, the National Low-Income Housing Coalition (NLIHC) has invited all PHAs to sign a letter supporting housing funding;

WHEREAS, the letter is addressed to the House and Senate chairs and ranking members of the appropriations committees and encourages an increase of funding allocation to the subcommittee Transportation, Housing and Urban Development, and Related Agencies (THUD) to the highest possible level in fiscal year (FY) 2016.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized

to sign attached letter;

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

Timothy Granfield moved to adopt the following resolution, seconded by Barbara Caron.

**RESOLUTION NO. 2015-03-17-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Personnel Policy* is hereby approved.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

**RESOLUTION NO. 2015-03-17-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised *Drug Elimination Policy* is hereby approved.

On a roll call vote:

**Aye**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

**Nay**

None

Timothy Granfield made a motion to approve the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2015-03-17-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,342.31 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

None

Timothy Granfield

Barbara Caron

Patricia Silberblatt

Timothy Granfield made a motion to approve the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2015-03-17-07**

See attached.

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**RESOLUTION NO 2015-3-17-7**

**2015 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 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.

\$ \$561,066.00 for Fiscal Year 2014 to be referred to under Capital Fund Grant Number NH36P00350115  
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 22

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 development, capital and management activities of PHA projects. This CFP Amendment is a part of the ACC(s).
2. The PHA must carry out all development, 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) published at 78 Fed. Reg. 63748 (October 24, 2013), as well as other applicable HUD requirements.
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 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 development, 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.

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 public housing project(s) under the ACC(s) and which is not eligible for forgiveness, and 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, 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 public housing projects(s) under the ACC(s) and which is not eligible for forgiveness, and provided further that, 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 shall be subject to a 12 month obligation and 24 month expenditure time period, respectively. CFP assistance provided as a Safety and Security or Natural Disaster grant shall be subject to a 24 month obligation and 48 month expenditure time period, respectively. The start date shall be the date on which such funding becomes available to the PHA for obligation. The PHA must record the Declaration(s) of Trust within 60 days of the effective date or HUD will recapture the funds.

The parties have executed this CFP Amendment, and it will be effective on 5/13/2014. This is the date on which CFP assistance becomes available to the PHA for obligation.

U.S. Department of Housing and Urban Development By _____ Date: _____	PHA (Executive Director or authorized agent) By _____ Date: <u>3/17/15</u>
Title _____	Title <u>Allan B. Krans/Executive Director</u>

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

Timothy Granfield made a motion to approve the following resolution, seconded by Patricia Silberblatt:

**RESOLUTION NO. 2015-03-17-08**

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the addition to the Seymour Osman Community Center; and

WHEREAS, 2 bids were received at the bid opening held on February 24, 2015 at 3:00 PM; and

WHEREAS, Careno Construction LLC, Portsmouth, NH, was the low bidder; and

WHEREAS, Careno Construction LLC is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the CFP Manager and he determined the price of \$208,320 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for an addition to the Seymour Osman Community Center be awarded to Careno Construction, LLC in the amount of \$208,320.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

**Miscellaneous:**

The Board reviewed the DHA Newsletter.

At 1:03, Barbara Caron moved to transition into a Nonpublic Session to discuss a Personnel Matter (RSA 91-A:3), Timothy Granfield seconded.

On a roll call vote:

**Aye**

**Nay**

Marjorie Briand  
Timothy Granfield  
Barbara Caron  
Patricia Silberblatt

None

At 1:04, the Board convened in Nonpublic Session.

At 1:21, the Board returned to the Regular Meeting.

**Adjournment:**

Patricia Silberblatt moved to adjourn the Regular Meeting, seconded by Barbara

Caron. The Meeting adjourned at 1:22 p.m.

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Chair \_\_\_\_\_ Date \_\_\_\_\_

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Secretary \_\_\_\_\_ Date \_\_\_\_\_

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