

MINUTES

Regular Meeting
Dover Housing Authority
July 18, 2017
12:00 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 18 at 12:00 p.m. at 62 Whittier Street, Dover, NH. Chair Timothy Granfield called the meeting to order.

Roll Call

Timothy Granfield, Chair
Mark Moeller, Vice Chair
Noreen Biehl, Commissioner
Kevin Irwin, Commissioner

Also present were: Allan Krans, Executive Director; Wendy Tenney, Finance Director; John Maloney, Capital Improvements Coordinator

Absent: Patricia Silberblatt, Commissioner

Public Comment: No members of the public were present.

Minutes

The Minutes of the Regular Meeting of June 22, 2017 were presented to the Board. Mark Moeller moved to accept the minutes and Noreen Biehl seconded.

On a roll call vote to approve the minutes:

Aye

Timothy Granfield
Mark Moeller

Nay

None

Noreen Biehl
Kevin Irwin

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, and Noreen Biehl seconded to approve payroll checks numbered 020196 through 020261 and D0000887 through D0000924; housing checks 041864 through 041956; Section 8 HCV checks numbered 039567 through 039666 and D002309 through D002404; Addison Place checks numbered 005545 through 005563; and Covered Bridge Manor checks numbered 003813 through 003826.

On a roll call vote to approve:

Aye

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin

Nay

None

Reports

Mark Moeller moved to accept the reports, seconded by Noree Biehl.

Report of Executive Director dated July 18, 2017. Allan Krans discussed his report including a discussion on RAD.

John Maloney, Capital Improvements Coordinator updated the Commissioners on Capital Fund projects.

The Commissioners reviewed the Report of Housing Statistics Report, and Report of the DHA Liaison Officer, Relocation Coordinator, FSS Report, and the Report of the Resident Services Coordinator.

The following Financial Reports were presented to the Commissioners:

- Budget Comparative – May 2017
- Addison Place Budget Comparative – May 2017
- TD Bank Account Balance Report – June 2017
- Edward Jones Portfolio – June 2017

Policy Reviews: The following policies were reviewed:

Security Deposit Policy
Safety Program
Resident Owned Recreational Equipment Policy

On a roll call vote to accept the Board Reports:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin

None

Old Business: There was no Old Business discussed.

New Business:

Mark Moeller moved to bring the following resolution to the table, seconded by Kevin Irwin:

RESOLUTION NO. 2017-07-18-01

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin

None

Mark Moeller moved to bring the following resolution to the table, seconded by Kevin Irwin:

RESOLUTION NO 2017-07-18-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Commissioners are hereby authorized to attend the 2017 Tri-State Conference, September 11-13, 2017 at the Harraseeket Inn, Freeport, ME.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at this conference are hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin

None

Mark Moeller moved to bring the following resolution to the table, seconded by Kevin Irwin:

RESOLUTION NO. 2017-07-18-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the Executive Director is authorized to withdraw the sum of \$295.00 from TD Bank, Account No. 776400119, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

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

On a roll call vote:

Aye

Nay

Timothy Granfield
Mark Moeller
Noreen Biehl
Kevin Irwin

None

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

RESOLUTION NO. 2017-07-18-04

WHEREAS, an Invitation to Bid for **Architectural and Engineering Services for the Renovations of Mineral & Whittier Parks under RAD** was distributed to nine Architectural Firms; and

WHEREAS, 4 bids were received at the bid opening held on Monday, June 26, 2017 at 2 p.m.; and

WHEREAS, CJ Architects of Portsmouth, NH was the vendor best suited for the award of the contract based on qualifications and experience; and

WHEREAS, CJ Architects was not found on the Excluded Parties List System maintained by the General Services Administration,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, the contract for **Architectural and Engineering Services for the Renovations of Mineral & Whittier Parks under RAD**, is hereby awarded to CJ Architects in the amount of **\$285,000**.

The Board reviewed all bids and discussed the offers. A negative reference from Horne Street School was received by the ED regarding the low bidder. The importance of communication with architect was identified as crucial. The ED reported on meeting with Carla Goodnight of CJ Architects and ED said he is comfortable Ms. Goodnight will be a great choice.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Kevin Irwin

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

See next page:

Minutes
Dover Housing Authority
July 18, 2017
Page 8 of 10

RESOLUTION NO. 2017-07-18-05

2017 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 (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 12/18/1995

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.

\$ \$645,578.00 for Fiscal Year 2017 to be referred to under Capital Fund Grant Number NH01P00350117
PHA Tax Identification Number (TIN): On File DUNS Number: On File

Whereas, HUD and the PHA are entering into the CFP Amendment Number 24

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, 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 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 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 project(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 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 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 8/16/2017. 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: July 18, 2017

Title _____

Title Allan B. Krans, Executive Director

Previous versions obsolete

form HUD-52840-A OMB Approval No. 2577-0157 (ex. 03/31/2020)

7(e)

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Kevin Irwin

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

RESOLUTION NO. 2017-07-18-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350116, is hereby approved.

On a roll call vote:

Aye

Nay

Timothy Granfield

None

Mark Moeller

Noreen Biehl

Kevin Irwin

Miscellaneous: The Whittier Falls July Newsletter was reviewed and the

Commissioners Report Card-FYI 6/30/2017.

Adjournment: Mark Moeller moved, and Kevin Irwin seconded to adjourn the regular meeting at 1:20 p.m.

Chair Date

Secretary Date