

MINUTES

Regular Meeting
Dover Housing Authority
January 18, 2011
12:20 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 18, 2011, at 12:20 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. The Vice Chairperson called the meeting to order.

Roll Call

Mark Moeller, Vice Chairperson
Barbara Caron, Commissioner
John Pike, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Mark Leno, Resident Services Coordinator; Otis Perry, Capital Fund Manager.

John McCooley, Chairperson, was absent.

Minutes

The minutes of the Regular Meeting of December 21, 2010, and the Executive Session of December 21, 2010, were presented. Barbara Caron moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. John Pike moved, seconded by Marjorie Briand, to approve payroll checks numbered 013920 through 013997.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Barbara Caron moved, seconded by Marjorie Briand, to approve housing checks numbered 033032 through 033142.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike (abstained from checks
033055, 033085)
Marjorie Briand

Nay

None

John Pike moved, seconded by Marjorie Briand, to approve Section 8 checks numbered 030446 through 030577 and D004049 through D004125.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

Barbara Caron moved, seconded by Marjorie Briand, to approve Addison Place checks numbered 003787 through 003803.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

Marjorie Briand moved, seconded by Barbara Caron, to approve Covered Bridge Manor checks numbered 002357 through 002375.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

Reports

The Report of Executive Director dated January 11, 2011 was presented.

Barbara Caron moved to accept the report, seconded by Marjorie Briand. The Commissioners reviewed and discussed the report of the Executive Director. Jack Buckley reported that only one abutter attended the public hearing before the Planning Board concerning the proposed demolition of the building at 28 Union Street, and only asked if there would be a "buffer" between the lots. Jack Buckley reported that there will be a fence or vegetation between the properties. The Commissioners, the Executive Director, the Deputy Director and the Resident Services Coordinator discussed the bed bug problem at length, and reviewed the latest bed bug statistics for DHA. Mark Moeller presented information he received from the recent PHADA conference on trends in bed bug infestations and provided several handouts on the subject. The Board discussed various options to stay proactive with bed bug prevention, detection and treatments. The Executive Director reported that in an effort to slow down traffic on Hampshire Circle, two speed bumps have been installed and if they prove successful, additional speed bumps will be installed in the Mineral Park neighborhood.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The Report of Housing Statistics for the month of December 2010 was presented. John Pike moved to accept the report, seconded by Marjorie Briand.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The Report of DHA Liaison Officer for the month of December 2010 was presented. John Pike moved to accept the report, seconded by Marjorie Briand. The Board reviewed and discussed Officer Bobby Joslin's report.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The Capital Fund Manager Report dated January 7, 2011 was presented. John Pike moved to accept the report, seconded by Marjorie Briand. The Board reviewed and discussed Otis Perry's report. Mr. Perry reported that he is planning ahead for the 2011 Capital Fund budget and the future needs of the DHA. The roof at the Annex, Mr. Perry reported, is complete and awaiting final inspection. At the request of Vice Chair Moeller, Otis updated the Commissioners on the status of the installation of generators at the elderly sites. Commissioner Caron asked the status of the tax credit application and Mr. Perry reported that it would be submitted in early March.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

The Senior Supportive Services Coordinator Report for December 2010 was presented. John Pike moved to accept the report, seconded by Marjorie Briand.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

The Family Self-Sufficiency Program Report dated January 2011 was presented. Barbara Caron moved to accept the report, seconded by Marjorie Briand.

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

The Resident Services Coordinator Report for December 2010 was

presented. John Pike moved to accept the report, seconded by Barbara Caron. Mark Leno reported that he met with several residents whose units are scheduled bed bug inspections and treatments to explain the importance of following the preparation procedures. Mr. Leno reported that he continues to gather information for the new DHA website design.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The November 2010 Budget Comparative and TD Bank Account Balance Report for 12/31/2010 were presented. John Pike moved to accept the reports, seconded by Marjorie Briand.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The Dover Housing Authority *Key Policy* was presented. May Glovinski explained the minor modifications that were necessary to keep the policy up to date. The Commissioners were in agreement with the proposed changes.

Resolutions

Barbara Caron moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2011-01-18-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$750.00 in security deposits and \$26.87 in interest, for a total of \$776.87 from TD Bank Account No. 9730295791, which is a depository of security deposit funds.

BE IT FURTHER RESOLVED, that the funds withdrawn will be refunded to eligible individuals or applied to appropriate accounts, in accordance with the Dover Housing Authority Security Deposit Policy.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

John Pike moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2011-01-18-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the 2011 Tenmast National User Conference, April 17-20, 2010, at

The Hyatt Regency Lexington Hotel, Lexington, Kentucky.

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

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

John Pike moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2011-01-18-03

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

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Miscellaneous

The Executive Director handed out copies of a recent "Letter to the Editor" from an applicant who had been denied housing assistance. He also handed out copies of Myra Maurice's response to the applicant's previous request for information regarding the Dover Housing Authority's residency preference.

Commissioner Caron, speaking as a Covered Bridge Affordable Housing Board member, wished to commend Wendy Tenney for all of the questions she answers and knowledge she imparts at the quarterly Covered Bridge Manor Board meetings.

Commissioner Pike shared information presented recently at a PHADA strategic planning seminar regarding the importance of the agency's mission statement (i.e., broad description of the purpose of the housing authority including what we do; with/for whom we do it; distinctive competencies; and why we do it).

John Pike moved that the DHA mission be revised to reflect a more encompassing mission statement incorporating "how and why" DHA was created and what it does, seconded by Marjorie Briand. All were in favor.

Old Business

Vice Chairperson Mark Moeller called for an Executive Session to discuss a proposed employment contract with the Executive Director. Marjorie Briand moved, seconded by John Pike, to enter Executive Session. All were in favor. All but the Board members and the Executive Director were excused from the meeting. The Regular meeting recessed and Executive Session convened at 1:40 p.m.

Executive Session adjourned and Regular session reconvened at 2:20 p.m. on a motion by Marjorie Briand and seconded by Barbara Caron. All were

