

## MINUTES

Regular Meeting  
Dover Housing Authority  
December 21, 2010  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, December 21, 2010, at 12:15 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  
John Pike, Commissioner  
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Bobby Joslin, DHA Liaison Officer; Mark Leno, Resident Services Coordinator; Allan Krans, City Attorney.

John McCooey, Chairperson, and Barbara Caron, Commissioner, were absent.

### Minutes

The minutes of the Regular Meeting of November 16, 2010, were presented. Marjorie Briand moved, seconded by John Pike, to accept the minutes.

On a roll call vote:

#### Aye

Mark Moeller  
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 013844 through 013919; housing checks numbered 032842 through 033031; Section 8 checks numbered 030319 through 030445 and D003974 through D004048; Addison Place checks numbered 003757 through 003786; and Covered Bridge Manor checks numbered 002326 through 002356.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike (abstained from housing  
checks 032862, 032875, 032934,  
032989, 033023)  
Marjorie Briand

**Nay**

None

**Reports**

- John Pike moved to accept the following reports as presented, seconded by Marjorie Briand:
- Executive Director's Report dated December 13, 2010. The Commissioners reviewed and discussed the report of the Executive Director. Notices were mailed, as requested by the NH Office of Historic Preservation, to inform surrounding landowners of the demolition of the 28 Union Street building, Jack Buckley reported. The City Planning Board, he also reported, scheduled a public hearing at 7 p.m. on December 21, to give landowners opportunity to voice any concerns about the demolition. The Audit for FY 2010 was very positive and the DHA reserves fund is in good standing, Mr.

Buckley reported. The Executive Director explained the reasons for the operating budget revision on the agenda; primarily, the growing expense for bed bug extermination, a correction to the liaison officers' line item, the increased cost of the Annex roof replacement, the purchase of 28 Union Street property from operating reserves, and security camera installation in the Central Towers parking lot. Mark Leno spoke to the Board of the potential benefits of the DHA if they purchased their own trained bed bug dog. The Executive Director informed the Board that the Housing Authority would be ready to re-submit the application for a 28-unit Low Income Housing Tax Credit development to the New Hampshire Housing Finance Authority by March 2011. He also informed them that zoning for this development had already been approved by the City.

- Report of Housing Statistics for the Month of November 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of November 2010. The Board reviewed and discussed Officer Bobby Joslin's report. The DHA Liaison Officer informed the Board that service calls in November were minimal and some were from same incidents.
- Capital Fund Manager Report dated December 10, 2010. The Board reviewed and discussed Otis Perry's report.
- Senior Supportive Services Coordinator Report for November 2010. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated December 2010. The Board reviewed the monthly report.
- Resident Services Coordinator Report for November 2010. The Board reviewed Mark Leno's report. The Resident Services Coordinator reported that DHA staff, their family members, SOCC students and

elderly residents participated in the Holiday Parade and that the DHA float won 1st Place in the Civic Floats Category.

- Financial Reports. The Board reviewed the October Budget Comparison.
- Policy Reviews. The Board reviewed the *Rent Collection Policy* and discussed the proposed modifications.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2010-12-21-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$850.00 in security deposits and \$17.13 in interest, for a total of \$867.13 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

Nay

Mark Moeller  
John Pike  
Marjorie Briand

None

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

**RESOLUTION NO. 2010-12-21-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 of the Operating Budget for Fiscal Year Ending 6/30/2011 is hereby approved.

On a roll call vote:

Aye

Nay

Mark Moeller  
John Pike  
Marjorie Briand

None

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

**RESOLUTION NO. 2010-12-21-03**

WHEREAS, the attached is a list of vacated tenants of Addison Place;  
and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, every effort has been made to collect the unpaid balance; and

WHEREAS, due to the fact that some accounts are several years old and some of the vacated tenants are impossible to locate; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$4,421.23** is hereby approved.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-12-21-04**

WHEREAS, bids were advertised for Building Demolition at 26 Chapel Street,

WHEREAS, 2 bids were received at the bid opening at 9:00 a.m. on Monday, November 22, 2010; and

WHEREAS, All-Ways Wrecking, of Bridgewater, NH, was the low bidder, and

WHEREAS, All-Ways Wrecking 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, that the contract for **Building Demolition at 26 Chapel Street**, is hereby awarded to All-Ways Wrecking in the amount of \$17,900 base bid, subject to receipt of 100% performance and payment security.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-12-21-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached revisions shall become part of the Section 8 Administrative Plan, as required by HUD.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-12-21-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that James Gagne is hereby authorized to attend Lead Safety for RRP on December 10, 2010 in Manchester, New Hampshire.

BE IT FURTHER RESOLVED, that all expenses related to this training are hereby approved.

On a roll call vote:

**Aye**

**Nay**

Mark Moeller  
John Pike  
Marjorie Briand

None

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

**RESOLUTION NO. 2010-12-21-07**

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

On a roll call vote:

**Aye**

**Nay**

Mark Moeller  
John Pike  
Marjorie Briand

None

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

following resolution:

**RESOLUTION NO. 2010-12-21-08**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 3 to Capital Fund Program Grant No. NH36P00350110 is hereby approved.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-12-21-09**

WHEREAS, a Notice of Funding Availability (NOFA) for the **Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** grant was published in the Federal Register on October 21, 2010; and

WHEREAS, the Dover Housing Authority has successfully operated the HCV FSS Program for more than 10 years and has disbursed over \$135,000 in escrow funds to eligible program participants; and

WHEREAS, the Dover Housing Authority intends to continue operating the HCV FSS Program by applying for funding for the FSS Program Coordinator's salary; and

WHEREAS, the deadline for submission of this grant application was December 6, 2010,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached **2010 Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** grant application submitted to HUD on December 3, 2010, is hereby approved, ratified and confirmed.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-12-21-10**

WHEREAS, a Notice of Funding Availability (NOFA) for the **Public Housing Family Self-Sufficiency (PH FSS) Program Coordinator** grant was published in the Federal Register on October 21, 2010; and

WHEREAS, the Dover Housing Authority wishes to establish a PH FSS Program similar to the current Section 8 Housing Choice Voucher (HCV) FSS program by applying for grant funds to hire a PH FSS Program Coordinator; and

WHEREAS, in order to be eligible to apply for this funding, the Dover Housing Authority must have a HUD-approved FSS Program Action Plan; and

WHEREAS, the Dover Housing Authority has hired a consultant, Tandem Inc., to assist with the preparation of the grant application; and

WHEREAS, Tandem Inc. has drafted an FSS Program Action Plan

that incorporates both Section 8 and Public Housing FSS Programs,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority approve the attached draft "Family Self-Sufficiency Program Action Plan" prepared by Tandem Inc. for submission to HUD;

BE IT FURTHER RESOLVED that the Commissioners of the Dover Housing Authority support and approve the submission of a grant application for Public Housing Family Self-Sufficiency (PH FSS) Program Coordinator funding in accordance with the requirements of the NOFA published on October 21, 2010.

On a roll call vote:

Aye

Mark Moeller  
John Pike  
Marjorie Briand

Nay

None

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

**RESOLUTION NO. 2010-12-21-11**

WHEREAS, a Notice of Funding Availability (NOFA) for the **Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinators Program** was published in the Federal Register on October 21, 2010; and

WHEREAS, the Dover Housing Authority intends to apply for these funds to continue operating its Senior Supportive Services Program,

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority support and approve the submission of a grant

application for ROSS Service Coordinators Program funding in accordance with the requirements of the NOFA published on October 21, 2010.

On a roll call vote:

**Aye**

Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Miscellaneous**

The Board reviewed a *Concord Monitor Online* article on Judd Gregg's legacy and *Foster's Daily Democrat* articles on the Thanksgiving Dinner at Blue Latitudes, and the Holiday Parade.

**Old Business**

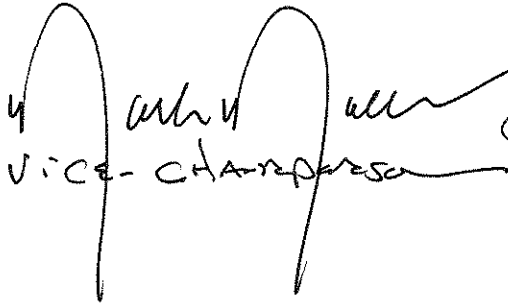
There was no Old Business.

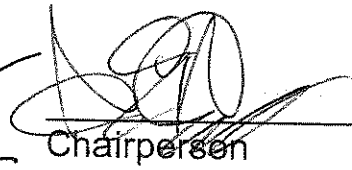
**New Business**

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 12:55 p.m. Executive Session adjourned and Regular session reconvened at 1:30 p.m. No further action was taken.

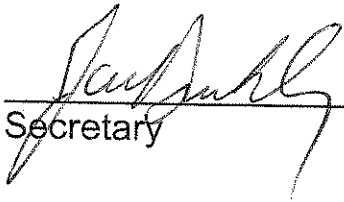
**Adjournment**

The regular meeting adjourned at 1:31 p.m. on a motion by Marjorie Briand, seconded by John Pike.

  
VICE-CHAIRPERSON

  
Chairperson

2/15/11  
Date

  
Secretary

Date

