

## MINUTES

Regular Meeting  
Dover Housing Authority  
October 19, 2010  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 19, 2010, at 12:15 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. The Chairperson called the meeting to order.

### Roll Call

John McCooey, Chairperson  
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; Bobby Joslin, DHA Liaison Officer; Otis Perry, DHA Capital Fund Manager; Howard Gordon, DHA Accountant.

### Minutes

The minutes of the Regular Meeting of September 28, 2010, were presented. John Pike moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

#### Aye

John McCooey  
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. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 013693 through 013767; housing checks numbered 032667 through 032766; Section 8 checks numbered 030074 through 030202 and D003832 through D003899; Addison Place checks numbered 003728 through 003740; and Covered Bridge Manor checks numbered 002303 through 002319.

On a roll call vote:

**Aye**

John McCooey  
Mark Moeller  
Barbara Caron  
John Pike (abstained from Housing Checks 032704, 032748)  
Marjorie Briand

**Nay**

None

**Reports**

Barbara Caron moved to accept the following reports as presented, seconded by Mark Moeller:

- o Executive Director's Report dated October 15, 2010. The Commissioners reviewed the report of the Executive Director. Jack Buckley reported that since the City of Dover completed an historic survey of the Union Street area back in the 1980's, he has declined the request from the NH Division of Historical Resources to have an Historic District Area Survey performed before the DHA acquires the property at 28 Union Street. The Executive Director told the Board he had met recently with Mark Dickinson regarding new plans for the Waterfront that would be presented to the Cocheco Waterfront Development Advisory Committee soon. The Executive Director

invited the Commissioners to visit Central Towers to see the improvements made to the exterior since the parking lot expansion. He also reported that recent drug arrests made in Dover involved some DHA residents, all of whom were served with eviction notices; and the nonresidents involved were served with "no trespass" orders. The Executive Director told the Commissioners that Congress has failed to adopt any appropriation bill for the new fiscal year but a continuing resolution is in place to keep government programs funded at the 2010 levels at this time.

- Report of Housing Statistics for the Month of September 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of September 2010. The Board reviewed and discussed the DHA Liaison's report with Officer Joslin. He informed the Board that residents were interested in starting up the Neighborhood Watch Program again. He also reported that meetings were scheduled at all DHA developments to introduce him to both families and elderly residents. Officer Joslin also reported that one of the previous tenants of 26 Chapel Street moved back in to the building and was cited for trespassing.
- Capital Fund Manager Report dated September 18, 2010. The Board reviewed Otis Perry's report. The Capital Fund Manager reported that with the completion of the Central Towers (CT) parking lot expansion, all tenants at CT with vehicles have assigned spaces and there are 18 left as unassigned.
- Senior Supportive Services Coordinator Report for October 2010. The Board reviewed and discussed the monthly report. John Pike asked about the number of frail elderly residents noting that 25% seemed like a high percentage. The Executive Director explained that the percentage will continue to rise as our resident population ages and the result may be the need for even more senior services.

- Family Self-Sufficiency Program Report dated September 2010. The Board reviewed the monthly report.
- Resident Services Coordinator Report for September 2010. The Board reviewed Mark Leno's report. Mr. Leno informed the Commissioners that *Dover Download*, a new Friday evening show on DNTV Channel 22, would be airing *The History of the Dover Housing Authority* soon. Mark Leno also updated the Board on the Thanksgiving dinner that will again take place at Blue Latitude for residents that would normally be alone on the holiday. Mr. Leno reported very positive feedback from Dr. Malcolm Smith, head of the UNH cooperative extension, while attending a seminar about *Bullying* in MA. Dr. Smith mentioned that the Seymour Osman Community Center had a wonderful program and Thad Mandsager and Mimi Bergere were specifically mentioned by Dr. Smith as outstanding leaders, Mark Leno reported.
- Financial Reports. The Board reviewed the TD Bank Account Balance Report. Howard Gordon, DHA Accountant reported that the Budget Comparatives through September looked positive and that the financial audit went well.
- Policy Reviews. The Board reviewed the *Vehicle Use Policy* and discussed the changes with the Executive Director.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

John Pike moved, seconded by Mark Moeller, for the adoption of the following resolution:

**RESOLUTION NO. 2010-10-19-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$900.00 in security deposits and \$67.41 in interest, for a total of \$967.41 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**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

Mark Moeller moved, seconded by Barbara Caron, for the adoption of the following resolution:

**RESOLUTION NO. 2010-10-19-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director, Deputy Director

and Commissioners are hereby authorized to attend the PHADA 2011 Commissioners' Conference, January 9-12, 2011, at the Sheraton Phoenix Downtown Hotel, Phoenix, Arizona.

BE IT FURTHER RESOLVED, that all expenses related to their attendance at this conference are hereby authorized and approved.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

John Pike moved, seconded by Barbara Caron, for the adoption of the following resolution:

**RESOLUTION NO. 2010-10-19-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Kathy Zaleski and Brandi Parker-Brown are hereby authorized to attend Powerful Communications for Women being held on December 1, 2010, in Boston, Massachusetts.

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

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller

**Nay**

None

Barbara Caron  
John Pike  
Marjorie Briand

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

**RESOLUTION NO. 2010-10-19-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Kathy Noel, Barbara Whitehouse, Myra Maurice and Molly Brownell are hereby authorized to attend Powerful Communications for Women being held on December 2, 2010, in Manchester, New Hampshire.

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

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

John Pike moved, seconded by Mark Moeller, for the adoption of the following resolution:

**RESOLUTION NO. 2010-10-19-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of

the Dover Housing Authority, that the revision to the *Vehicle Use Policy* is hereby approved.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Miscellaneous**

The Board reviewed a *Foster's* article on the recent Dover drug bust.

**Old Business**

There was no old business.

**New Business**

Mark Moeller informed Chairman McCooley that he was prepared to hand out copies of the Executive Director's annual performance evaluation that he recently completed. Chairman McCooley called for an Executive Session to discuss the evaluation. Mark Moeller moved, seconded by John Pike, to enter into Executive Session. All were in favor. All but the Board members were excused from the meeting. Regular session recessed and Executive Session convened at 12:45 p.m. Executive Session adjourned and Regular session reconvened at 1:25 p.m.

The Board thanked Mark Moeller for preparing the evaluation and concurred with his review. The Board commended the Executive Director for his excellent performance.

**Adjournment**

The meeting adjourned at 1:30 p.m. on a motion by Barbara Caron,  
seconded by Mark Moeller.

  
\_\_\_\_\_  
President Date

  
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Secretary Date

12-21-10