

## MINUTES

Regular Meeting  
Dover Housing Authority  
August 17, 2010  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 17, 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 McCooley, 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; Mark Leno, Resident Services Coordinator; Allan Krans, City Attorney.

### Minutes

The minutes of the Regular Meeting of July 20, 2010, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

#### Aye

John McCooley  
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. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 013541 through 013600; housing checks numbered 032391 through 032474; Section 8 checks numbered 029801 through 029943 and D003692 through D003759; Addison Place checks numbered 003675 through 003685; and Covered Bridge Manor checks numbered 002263 through 002273.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Reports**

Mark Moeller moved to accept the following reports as presented, seconded by John Pike:

- Executive Director's Report dated August 11, 2010. The Executive Director presented his report to the Board. Jack Buckley reported that the HUD Security Grant would be awarded on a first-come first-serve basis and that DHA was among one of the first to apply. The upgrade of cameras and lighting at DHA was discussed as a way to deter crime. Mr. Buckley updated the Commissioners that two tenants at 26 Chapel Street are in the process of being evicted for nonpayment of rent but DHA is trying to relocate the last tenant, who

has now fallen behind on his rent. Mr. Buckley reported the tenant is showing an effort to get up-to-date and may still be eligible for assistance. The Executive Director informed the Commissioners that loitering in front of the Chapel Street building has been noticed and reported to the police. Jack Buckley informed the Board that there was a typo in the amount of the offer made on the Union Court property; it should have read \$127,500. Mr. McCooey questioned a misprint in the letter from Northern New England Housing Investment Fund who reviewed the files for Addison Place. Jack Buckley assured the Commissioners that the audit went well for Addison Place and the typo in the report, referring to a different development, was a clerical error on the part of the auditors.

- Report of Housing Statistics for the Month of July 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of July 2010. The Board reviewed Officer Joslin's report. John McCooey commented that the report was very complete and the Board discussed the service calls including a robbery that occurred at Hampshire Circle. Mark Leno informed the Board that the alleged perpetrator was an individual who had been banned from DHA property and the incident did result in an arrest.
- Capital Fund Manager Report dated August 10, 2010. The Board reviewed and discussed Otis Perry's report. The Deputy Director informed the Commissioners that the security cameras outside Central Towers were now installed, as part of the Central Towers Parking Lot Expansion Plan.
- Senior Supportive Services Coordinator Report dated August 2010. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated August 2010. The

Board reviewed the monthly report.

- Resident Services Coordinator Report for July 2010. The Board reviewed Mark Leno's report.
- Financial Reports. No report this month.
- Policy Review. *Community Space Utilization/Rental Policy*  
The Board reviewed the policy. No changes were recommended at this time.

On a roll call vote:

**Aye**

John McCooey  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2010-08-17-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,400.00 in security deposits and \$88.97 in interest, for a total of \$1,488.97 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

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

**RESOLUTION NO. 2010-08-17-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,140.15 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 his FSS goals.

On a roll call vote:

**Aye**

**Nay**

John McCooey  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

None

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

**RESOLUTION NO. 2010-08-17-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised ***Capitalization Policy for Fixed Assets*** is hereby approved, as attached.

On a roll call vote:

**Aye**

**Nay**

John McCooey  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

None

Marjorie Briand moved, seconded by Mark Moeller, for the adoption of the following resolution:

**RESOLUTION NO. 2010-08-17-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Public Housing Assessment System (PHAS) Management Operations Certification for the fiscal year ended June 30, 2010, is hereby approved for electronic submission to HUD.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Miscellaneous**

**Old Business**

**New Business**

John McCooley reminded the Board, the date normally reserved for the Commissioners Meeting would conflict with the Tri-State Conference, in September. Mr. McCooley rescheduled the meeting for the following Tuesday, September 28, 2010. John Pike stated that he would be absent due to a prior engagement.

