

## MINUTES

Regular Meeting  
Dover Housing Authority  
July 20, 2010  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, July 20, 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; Otis Perry, DHA Capital Fund Manager; Bobby Joslin, DHA Liaison Officer; Mark Leno, Resident Services Coordinator; Allan Krans, City Attorney.

### Minutes

The minutes of the Regular Meeting of June 15, 2010, were presented. Mark Moeller moved, seconded by Marjorie Briand, 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 013465 through 013540; housing checks numbered 032223 through 032390; Section 8 checks numbered 029670 through 029800 and D003625 through D003691; Addison Place checks numbered 003644 through 003674; and Covered Bridge Manor checks numbered 002231 through 002262.

On a roll call vote:

Aye

Nay

John McCooley	None
Mark Moeller	
Barbara Caron	
Marjorie Briand	
John Pike (abstained from Housing checks 032304, 032379)	

### Reports

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

- o Executive Director's Report dated July 15, 2010. The Executive Director discussed his report with the Board. Jack Buckley informed the Board that Mark Leno, now in the position of the Resident Services Coordinator is "off and running". The Executive Director reported Mr. Leno's first initiatives include applying for a grant to help deter crime in the DHA community with the installation of additional exterior lighting, security cameras, and new fences. Jack Buckley also informed the Board that the Resident Services Coordinator helped volunteers in clearing the area around the DHA family housing

ball field and has contacted the Department of Corrections to request help for the remaining cleanup. The Executive Director introduced the new DHA Liaison Officer, Bobby Joslin, to the Commissioners and others at the meeting.

- Report of Housing Statistics for the Month of June 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of June 2010. Officer Joslin presented his report to the Board. Bobby Joslin stated that he met the DHA staff, some of the residents, and answered service calls as they came in. The new DHA Liaison Officer reported to the Commissioners that he is in the process of acclimating to his new position. Officer Joslin informed the Commissioners, many calls were from residents reporting a suspicious individual "lurking" near the DHA ball field. Bobby Joslin reported that he investigated the incidents but a perpetrator was not found. To open up the surrounding area, the DHA Liaison Officer said volunteers were organized to clean out overgrown areas around the field. Officer Joslin described the area as having a lot of thick brush and about half of the job was able to be completed.
- Capital Fund Manager Report dated July 8, 2010. The Capital Fund Manager presented his report to the Board. Otis Perry informed the Commissioners that the contractors completed the retaining wall at the Central Towers lot and the fence installation will be started soon. Mr. Perry reported that the city must conduct a final inspection for the generator at Central Towers. The Capital Fund Manager also reported to the Board, that the physical layout of the CT parking lot is near completion. The Executive Director added that security cameras will be installed on top of the exterior light poles at Central Towers as part of the project. Otis Perry also requested reallocating capital funds in the budget as indicated in Resolution 3(d).
- Senior Supportive Services Coordinator Report for June 2010. The

Board reviewed the monthly report.

- Family Self-Sufficiency Program Report dated July 2010. The Board reviewed the monthly report. The Commissioners discussed the success of the program as being a reflection of Michele Roucoulet Ryan's dedication to help FSS participants make positive changes in their lives. The Executive Director discussed with the Board how the FSS escrow accumulates and how the participants, after meeting their personal goals and achieving financial independence, can choose to use their escrow money to purchase a vehicle or even to make a down payment on a house.
- Financial Reports. The Board reviewed the Budget Comparison for May 2010. The Executive Director summarized the Fiscal Year Ending Reports as indicating a surplus in all areas.
- Policy Review. *The Prospective Low-Income Family Housing Sites:* The Deputy Director summarized that the policy indicates that future Dover Housing Authority Sites chosen would be smaller housing sites integrated throughout the community. No changes were suggested at this time.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2010-07-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$200.00 in security deposits and \$35.33 in interest, for a total of \$235.33 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 Marjorie Briand, for the adoption of the following resolution:

**RESOLUTION NO. 2010-7-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$16,671.19 from TD Bank, Account No. 9030709046,

which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-07-20-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Myra Maurice and Brandi Parker-Brown are hereby authorized to attend Spectrum Seminars 2-day "C3P Tax Credit Certification Seminar" on November 22-23, 2010 in Portland, Maine.

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

On a roll call vote:

**Aye**

John McCooey  
Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2010-07-20-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350109 is hereby approved.

On a roll call vote:

**Aye**

John McCooey  
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. 2010-07-20-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that as a result of the email poll conducted on June 22, 2010, the Executive Director was authorized to sign an amended Purchase and Sales Agreement extending the closing date without contingencies on the property at 28 Union Street, Dover, NH.

BE IT FURTHER RESOLVED, that the results of the email poll, attached to this resolution, are hereby approved, ratified and confirmed.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
John Pike  
Marjorie Briand

**Nay**

John McCooey

**Miscellaneous**

**Old Business**

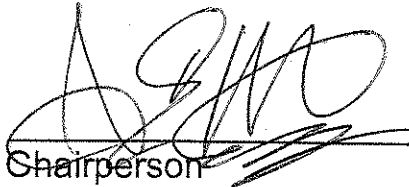
2010 Wentworth-Douglass Hospital & Health Foundation *Pete Gabarro Memorial Golf Classic*. The Board reviewed the options for a donation and decided to sponsor a team for the Golf Classic.

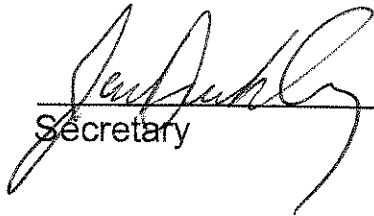
**New Business**

The Executive Director reported the new vehicular bridge crossing the Cocheco River would be dedicated as the Tommy and Mary Makem Memorial Bridge on July 30.

**Adjournment**

The meeting adjourned at 1:00 p.m. on a motion by Mark Moeller, seconded by John Pike.

  
Chairperson \_\_\_\_\_ Date 7/28/10

  
Secretary \_\_\_\_\_ Date \_\_\_\_\_