

MINUTES

Regular Meeting
Dover Housing Authority
June 15, 2010
10:45 a.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, June 15, 2010, at 10:45 a.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; Otis Perry, DHA Capital Fund Manager; Mark Leno, DHA Liaison Officer; Howard Gordon, DHA Accountant; Shelley and Warren Wallin, guests of Vice Chairperson Mark Moeller.

Minutes

The minutes of the Regular Meeting of May 18, 2010, were presented. Barbara Caron moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The minutes of the Executive Session of May 18, 2010, were presented. John Pike moved, seconded by Marjorie Briand, to accept the minutes of the Executive Session.

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 John Pike, to approve payroll checks numbered 013386 through 013464; housing checks numbered 032108 through 032222; Section 8 checks numbered 029436 through 029669; Addison Place checks numbered 003622 through 003643; and Covered Bridge Manor checks numbered 002203 through 002230.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike (abstained from Housing checks
032152, 032185, 032216)

Nay

None

Reports

John Pike moved to accept the following reports as presented, seconded by Marjorie Briand:

- Executive Director's Report dated May 10, 2010. The Executive Director discussed his report with the Board, informing them of the status of the 28 Union Street proposed acquisition as well as the recent submission of a grant application for 50 housing choice vouchers.
- Report of Housing Statistics for the Month of May 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of May 2010. Officer Leno presented his report to the Board. He stated his last day as the DHA Liaison Officer would be on Sunday, June 30 and that he would be accompanying the Boy Scout Troop on a trip to Washington, D.C. on that weekend. Mark Leno thanked the Commissioners for all their support during his time as Liaison Officer. The Commissioners, in turn, thanked Officer Leno for his outstanding service. Officer Leno reported that he would train the new Liaison Officer until the end of June and would begin as the DHA Resident Services Coordinator the following week.
- Capital Fund Manager Report dated May 10, 2010. The Capital Fund Manager presented his report to the Board. Otis Perry informed the Commissioners the Central Towers' elevators had been tested with the new generator. Otis Perry will meet with the contractors to discuss access to Central Towers during the parking lot expansion project. Mr. Perry informed the Board that temporary parking for visitors will be available on Henry Law Avenue and all Central Towers residents will have parking places.

- Senior Supportive Services Coordinator Report dated May 2010. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated May 2010. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for March 2010. Howard Gordon reported that the DHA financial status is expected to remain very good and that all programs operate with a surplus at this time. He attributed this to the sound management at DHA as well as to Wendy Tenney's thorough knowledge and understanding of HUD's Asset Management Program. Howard Gordon reported the HUD subsidies are projected to remain steady.
- Policy Review. The *Investment Policy* was reviewed by the Board. No changes were suggested 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 Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2010-06-15-01

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

the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$550.00 in security deposits and \$18.74 in interest, for a total of \$568.74 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. 2010-06-15-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; 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

WHEREAS, the Operating Budget for fiscal year 2010 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$5,373.68** is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-06-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2010 Tri-State Housing Conference, September 19-22, 2010, at The Omni Mount Washington Resort, Bretton Woods, New Hampshire.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at this conference 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. 2010-06-15-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Barbara Caron and May Glovinski are hereby authorized to attend NAHRO's 2010 Summer Conference July 22-24, 2010, at the Boston Marriott Copley Place Hotel, Boston, MA.

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

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-06-15-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Resident Services Coordinator* is hereby approved, and shall become part of the Personnel Policy.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-06-15-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Brandi Parker-Brown is hereby authorized to attend the Business Grammar & Proofreading Seminar on July 27, 2010 in Manchester, NH.

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

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2010-06-15-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the 2010 Health Care for Residents of Public Housing National Conference on June 28, 2010 in Boston, MA.

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

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2010-06-15-08

PHA Board Resolution
Approving Operating Budget
(See Resolution Book for Text)

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-06-15-09

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., for Property & Liability insurance (Package Policy) through Acadia Insurance, Public Officials Liability insurance through Mount Vernon Fire, Business Auto (service vehicles) through Acadia Insurance, and Business Auto (passenger vehicles) through Stratford Insurance is hereby approved.

BE IT FURTHER RESOLVED that coverage under the Package Policy and Public Officials Liability policy is effective June 30, 2010 through June 30, 2011 and the coverage under the Business Auto policies is effective July 1, 2010 through July 1, 2011.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-06-15-10

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the following language shall become part of the Section 8 Administrative Plan, as required in the Notice of Funding Availability (NOFA) for HUD's Fiscal Year 2009 *Rental Assistance for Non-Elderly Persons with Disabilities* grant application:

"The Dover Housing Authority's "Code of Ethics and Specific Rules of Conduct" is incorporated herein by reference and shall apply to the administration of the Section 8 Housing Choice Voucher and Project Based Voucher programs.

"The Dover Housing Authority will comply with conflict of interest requirements outlined in 24 CFR 982.161 as well as in the Dover Housing Authority Statement of Procurement Policy."

"The Dover Housing Authority shall inform applicants how to file a complaint and shall comply with 24 CFR 903.7(o) by examining programs, identifying impediments and working with the local jurisdiction to address impediments, and maintaining records of such actions."

"Whenever possible, the Dover Housing Authority shall assist with

accessing supportive services, identify funds for accessibility, provide housing search assistance, approve higher rents for accessible units, and provide technical assistance to owners regarding program access.”

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Miscellaneous

Letter from a resident and recent college graduate thanking Jack Buckley and Officer Leno for their support.

Letter from Riverside Rest Home thanking the DHA for a donation for the golf tournament.

Sponsorship information on the 2010 Wentworth-Douglass Hospital & Health Foundation *Pete Gabarro Memorial Golf Classic*.

Old Business


There was no old business.

New Business

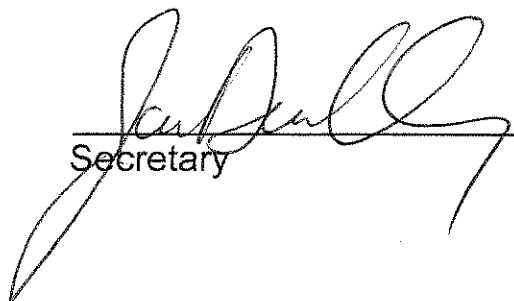
There was no new business.

Adjournment

The meeting adjourned at 11:20 a.m. on a motion by John Pike, seconded by Mark Moeller.



Chairperson Date



Secretary Date

7-20-10