

MINUTES

Regular Meeting
Dover Housing Authority
May 18, 2010
12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 18, 2010, at 12:30 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
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.

Mark Moeller, Vice Chairperson, was absent.

Minutes

The minutes of the Regular Meeting of April 14, 2010, were presented. John Pike moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike
Marjorie Briand

Nay

None

The minutes of the Executive Session of April 14, 2010 were presented. John Pike moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
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. John Pike moved, seconded by Barbara Caron, to approve payroll checks numbered 013239 through 013385; housing checks numbered 032002 through 032105; Section 8 checks numbered 029311 through 029435, and Section 8 Direct Deposit transactions D03548 through D03624; Addison Place checks numbered 003578 through 003621; and Covered Bridge Manor checks numbered 002173 through 002202.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike (abstained from Housing Check 032095)
Marjorie Briand

Nay

None

Reports

John Pike moved to accept the following reports as presented, seconded by Barbara Caron:

- Executive Director's Report dated May 10, 2010. The Executive Director discussed his report with the Board. He informed the Board that the tax credit application submitted to the New Hampshire Housing Finance Authority for the proposed Village at Dover Point was denied and that he would be meeting with the owners of the property to discuss reapplying in the next funding cycle. The Executive Director also informed the Board he was considering acquiring a property adjacent to Union Court that would allow for the expansion of the parking lot for the Union Court residents. Mr. Buckley explained that the acquisition would be funded through the operating budget and further development to expand the parking lot would be postponed until capital grant funds became available. The Executive Director was granted authorization by the Board to offer up to \$150,000 for the property. He also informed the Board that David Laughton, a former resident of DHA, sent another donation to the scholarship fund to help with higher education costs for DHA residents. Mr. Buckley noted that Mr. Laughton has made scholarship donations that have been distributed on an annual basis since the year 2000.

- Report of Housing Statistics for the Month of April 2010. The Commissioners reviewed the monthly housing waiting list.

- Report from DHA Liaison Officer for the Month of April 2010. Officer Leno presented his report to the Board. Mark Leno reported on the types and numbers of calls for service in the month of April. Officer Leno further reported that the highlight of the month was the 15th Anniversary Event for the SOCC; approximately 60 guests were in attendance to celebrate the history and success of the Seymour Osman Community Center. Mark Leno presented the commemorative video, produced for the event, for the Board to view after the meetings. He informed the board, the book Strong Foundation for the Future – The History of the Dover NH Housing Authority 1948-2008 was published. Officer Mark Leno, the author,

was pleased to present the Board with signed copies.

- Capital Fund Manager Report dated May 10, 2010. The Capital Fund Manager reported on the status of the Central Towers parking lot expansion. He reported the residents were informed prior to some blasting that was necessary to remove rock ledge for the project. Mr. Perry reported that electricity at Central Towers would have to be turned off for the day on Monday, May 18, so that the new transformer could be connected. The Capital Funds Manager reported to the Commissioners that the residents of Central Towers were informed in preparation.
- Senior Supportive Services Coordinator Report dated May 2010. The Board reviewed the monthly report. The Deputy Director reported that Cathryn Conway-Dorr would be scheduling regular visits to all DHA senior housing buildings, to ensure all senior service needs would be addressed. The Board commented that the statistics provided by the Coordinator, in the new format, were informative.
- 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.
- Policy Review. The *Disposition Policy* was reviewed by the Board. No changes were suggested at this time.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2010-05-18-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,900.00 in security deposits and \$60.66 in interest, for a total of \$1,960.66 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 McCooey
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-05-18-02

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

withdraw the sum of \$5,215.43 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 McCooey
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-05-18-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,603.50 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
Barbara Caron
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-05-18-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the changes reflected under Section III.B., Options in the Statement of Procurement Policy attached to this resolution are hereby approved, and the Statement of Procurement Policy, as revised by these changes is hereby adopted and shall be included in the Dover Housing Authority Policy Manual.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike
Marjorie Briand

Nay

None

Miscellaneous

Miscellaneous items were reviewed by the Board: the response letter from the U.S. Department of Housing and Urban Development for the Capital Fund Program; an article regarding the Hand in Hand Van; letters of

congratulations from Senator Jeanne Shaheen and Representative Carol Shea-Porter to the SOCC; a note of thanks from David Osman; a letter regarding David Laughton's scholarship donation. Golf Tournament forms were reviewed and the Commissioners decided the Authority would sponsor a tee or a hole for the Rotary Tournament and for the Riverside Rest Home Tournament; the Commissioners' also agreed to sponsor a team for The Children's Museum Tournament.

Old Business

There was no old business.

New Business

John McCooley called for a recess of the regular meeting to enter Executive Session. John Pike moved, seconded by Barbara Caron, to enter Executive Session to discuss a personnel matter. All were in favor.

Regular session recessed at 12:50 p.m., and reconvened at 1:00 p.m.

Waterfront Minutes

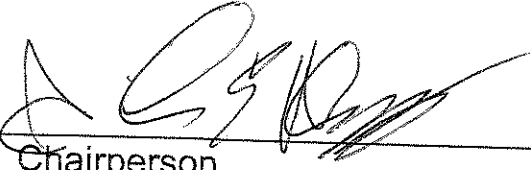
The Cocheco Waterfront Development Advisory Committee minutes from the April 26, 2010, meeting were reviewed by the Board.

Waterfront Articles

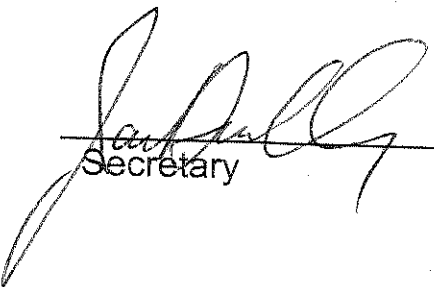
Foster's articles regarding the Cocheco pedestrian bridge were reviewed.

Adjournment

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



Chairperson Date



Secretary 6-14-10
Date

