

MINUTES

Annual Meeting
Dover Housing Authority
March 16, 2010
12:15 p.m.

The Commissioners of the Dover Housing Authority held their Annual meeting on Tuesday, March 16, at 12:15 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. The Chairman called the meeting to order.

Roll Call

John McCooey, Chairman
Barbara Caron, Vice Chair
Mark Moeller, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director via conference call; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Otis Perry, DHA Capital Fund Manager; Cathryn Conway-Dorr, Senior Supportive Services Coordinator; Allan Krans, City Attorney; Howard Gordon, Accountant.

Minutes

The minutes of the regular meeting of February 16, 2010 were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
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 Barbara Caron, to approve payroll checks numbered 013128 through 013201; housing checks numbered 031788 through 031865; Section 8 checks numbered 029077 through 029182, and Section 8 Direct Deposit transactions D003550 through D003624; Addison Place checks numbered 003538 through 003552. Covered Bridge Manor checks numbered 002141 through 002151.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by Marjorie Briand:

- o Directors' Report dated March 12, 2010. The Executive Director and Deputy Director discussed the report at length with the Board.
- o Report of Housing Statistics for the Month of February, 2010. The Commissioners reviewed the monthly housing waiting list.
- o Report from DHA Liaison Officer for the Month of February, 2010. The Board reviewed and discussed Officer Leno's report.
- o Capital Fund Manager Report dated March 8, 2010. Otis Perry discussed his report with the Board, informing them that 100% of the Stimulus funds had been obligated and that all of those funds were being used at Central Towers to expand the parking lot and install a generator. He stated the generator was being shipped from the manufacturer and should be installed by early May. Mr. Perry also reported that he had prepared the 2010 Capital Fund Budget and Five Year Action Plan which would be submitted to HUD along with the Dover Housing Authority's Five-Year and Annual Plan. He also informed the Board that the New Hampshire Housing Finance Authority (NHHFA) requested a written commitment from the Dover Housing Authority of the \$46,000 pledge to the Village at Dover Point. The Board unanimously authorized a letter of commitment to grant \$46,000 to the Village at Dover Point development, contingent upon receiving a reservation of low-income housing tax credits in the 2010 award period.
- o Senior Supportive Services Coordinator Report dated March 2010. Cathryn Conway-Dorr was present to discuss her report with the Board and to give an oral presentation on the merits of the Senior Supportive Services Program. Cathryn relayed several "real life" stories to the Commissioners to help explain

some of the services she provides to seniors, such as helping with insurance matters, housekeeping conditions, mental health issues, and family support, as well as other administrative duties required of her position such as coordinating the Hand-in-Hand Transportation Program, building strong community partnerships, and networking with local service agencies. The Commissioners thanked Cathryn for her detailed presentation.

- Family Self-Sufficiency Program Report dated March 2010. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for January, 2010. Howard Gordon commented that the Dover Housing Authority was "doing great" and that the budgeted surplus would easily be achieved.
- Policy Review. The Security Deposit Policy was reviewed by the Board. No changes were suggested at this time.

On a roll call vote to accept the reports as presented:

Aye

John McCooley
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2010-03-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$950.00 in security deposits and \$52.35 in interest, for a total of \$1,002.35 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
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-03-16-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Alan MacDonald, Karl Burke, Jedediah Wynn, and Kevin Patten are hereby authorized to attend the Red Star UPCS and REAC Inspection Training Seminar in Hampton, NH on April 12-13, 2010.

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 McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION 2010-03-16-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the changes reflected on the Statement of Procurement Policy

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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

Nay

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

None

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

RESOLUTION NO. 2010-03-16-04

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, 2009, is hereby approved for electronic submission to HUD.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

None

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

RESOLUTION 2010-03-16-05

WHEREAS, the Dover Housing Authority By-Laws have not been revised since 1950, and

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WHEREAS, although most of the language in the By-Laws remains accurate, there are several areas that required updating,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the changes noted by bold, italicized type in the By-Laws attached to this resolution are hereby approved and shall become effective immediately upon adoption of this resolution.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

None

Old Business

None

New Business

Nominations and Election of Officers:

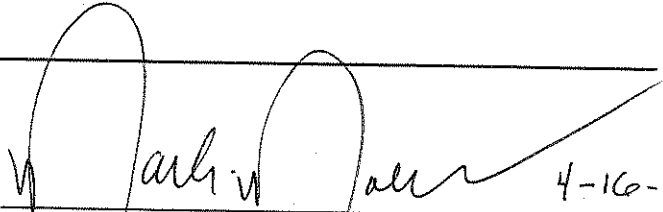
Marjorie Briand nominated John McCooey for the position of Chairman, seconded by Mark Moeller. All were in favor. There were no further nominations for the position of Chairman. John McCooey was elected Chairman of the Dover Housing Authority.

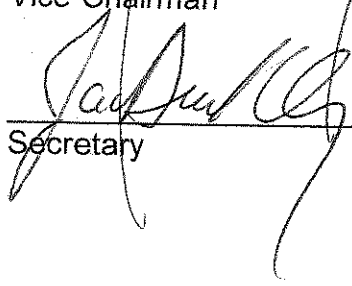
John McCooey nominated Mark Moeller for the position of Vice Chair, seconded by Mark Moeller. All were in favor. There were no further nominations for the position of Vice Chair. Mark Moeller was elected Vice Chair of the Dover Housing Authority.

Adjournment

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

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Vice Chairman 4-16-2010
Date


Secretary 4-14-10
Date