

MINUTES

Regular Meeting
Dover Housing Authority
April 14, 2010
12:40 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Wednesday April 14, 2010 at 12:40 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. The Vice Chairperson called the meeting to order.

Roll Call

Mark Moeller, Vice Chair
Barbara Caron, Commissioner
John Pike, 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.

Minutes

The minutes of the Annual Meeting of March 16, 2010 were presented. John Pike moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

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 013202-013238; housing checks numbered 031866 through 032001; Section 8 checks numbered 029183 through 029310, and Section 8 Direct Deposit transactions D003474 through D003547; Addison Place checks numbered 003553 through 003577; and Covered Bridge Manor checks numbered 002152 through 002172.

On a roll call vote:

Aye

Nay

Mark Moeller

None

Barbara Caron

John Pike (abstained from Housing Check 031930,
Addison Checks 003555, 003565)

Reports

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

- o Executive Director's Report dated April 14, 2010. The Executive Director discussed his report with the Board. He informed the Commissioners that Senator Shaheen was unsuccessful in reversing HUD's decision regarding the 2009 ROSS Grant application and asked if the Board wished to fund the Supportive Services Coordinator position from the operating budget until the next grant funding cycle.

Mark Moeller 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 1:00 p.m., and reconvened at 1:25 p.m.

The Board further discussed the Supportive Services Coordinator position and authorized the Executive Director to fund the position from the Operating Budget on a temporary basis until new ROSS grant funds became available. The Executive Director updated the Board on the status of the relocation of tenants from the property at 26-28 Chapel Street. He also provided the Commissioners with a detailed explanation of the results of the recent IRS audit of the DHA.

- Report of Housing Statistics for the Month of March, 2010. The Commissioners reviewed the monthly housing waiting list. The Board commented on the increased time people are waiting for housing. The Deputy Director informed the Board that the Section 8 waiting list was currently in the process of being purged and updated.
- Report from DHA Liaison Officer for the Month of March, 2010. Officer Leno discussed his report with the Board. He informed them that he attended training on Footwear Impressions in March and explained that many crimes are solved by matching footprints found at a crime scene with a perpetrator's shoes. He also reported that he and Officer Lilyestrom attended a D.A.R.E. training session in Concord; that the St. Mary Academy D.A.R.E. Program graduation was held on April 9th. He further reported that Officer Lilyestrom continued to teach D.A.R.E. at the Dover Middle School, as well as assisted with the homework lab and basketball team at SOCC. He informed the Board that the DHA liaison officers continued community education by meeting with the Girl and Boy Scout troops, and the children at Head Start about topics such as safety and the Constitution. Officer Leno reminded the Board of the upcoming 15th Anniversary celebration at the SOCC, April 23.
- Capital Fund Manager Report dated April 5, 2010. The Capital Fund Manager spoke about the public hearing process and the Dover Housing Authority's 5-Year and Annual Plan. He also informed the

Board that the Central Towers parking lot construction was on hold due to a discrepancy on the city's underground plans, but the new electric entrance was ready and the transformer in place awaiting connection by Public Service of NH. Mr. Perry stated that the generator was being shipped on April 26th and would hopefully be installed by mid-May. He informed the Board that bid specifications for a generator at St. John's were prepared and would be advertised next, with an upgrade of the Waldron Towers generator to follow. He explained that for locations such as Niles Park, Union Court and Bois Terrace, smaller portable generators would be more sensible. John Pike asked about the DHA's liability during a power outage and the Executive Director informed him that in the event of an extended power outage it is the responsibility of the city's Fire & Rescue department to insure the safety of residents and to order evacuations. The Executive Director did assure the Board, however, that the DHA works closely with the City's fire and rescue department during those situations. Barbara Caron raised a concern about the number of times Dover Fire & Rescue personnel are called to assist DHA elderly residents who are locked out of their apartments. The Executive Director informed the Board that residents are instructed to call the DHA office during work hours if they are locked out and to call Dover Dispatch after hours; and that this arrangement has worked well for a number of years.

- Senior Supportive Services Coordinator Report dated April 2010. The Board reviewed the monthly report and indicated their satisfaction with the additional information presented in the report.
- Family Self-Sufficiency Program Report dated April 2010. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for February, 2010 and the TD Bank Account Balances dated 3/31/2010.

- Policy Review. The *Check Signing Authorization Policy* was reviewed by the Board. No changes were suggested at this time.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

Nay

None

Resolutions

Barbara Caron moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$450.00 in security deposits and \$73.72 in interest, for a total of \$523.72 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

Mark Moeller
Barbara Caron
John Pike

Nay

None

John Pike moved, seconded by Barbara Caron, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Article II, Section 7, of the By-Laws of the Dover Housing Authority is hereby amended as follows:

Delete the last sentence in Article II, Section 7, which reads,

"In a case of a vacancy in the position of Executive Director, no Commissioner of the Authority shall be eligible for this office except on a temporary basis, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses)."

and insert in its place,

*"In a case of a vacancy in the position of Executive Director, no Commissioner of the Authority shall be eligible for this office **during his or her tenure and for one year thereafter**, except on a temporary basis, provided that a temporary appointee selected from among the commissioners of the Authority shall serve without compensation (other than the payment of necessary expenses)."*

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

Nay

None

Barbara Caron moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-03

PHA Certifications of Compliance with the PHA Plans and Related Regulations:
(See Resolution Book for Text)

On a roll call vote:

Aye

Nay

Mark Moeller
Barbara Caron
John Pike

None

John Pike moved, seconded by Barbara Caron, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached **No Smoking Policy** is hereby approved.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

Nay

None

Barbara Caron moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the proposed changes to the Section 8 Administrative Plan, as outlined below are hereby approved:

To maintain consistency throughout the Section 8 Administrative Plan, corrections were made to reflect a period of 10 business days for reporting changes and responding to letters from the Housing Authority.

To maintain consistency throughout the Section 8 Administrative Plan, corrections were made to allow Section 8 participants to have overnight guests for no longer than 14 consecutive days or a total of 30 cumulative days during any 12-month period.

Page 3-25 Screening – add the National Crime Information Center (NCIC) paragraph (as recommended by Nan McKay model plan)

Page 4-8 Closing The Waiting List - change the wording from “must” to “may” close the waiting list

Page 4-15 Omit the words “full-time” from Dover Housing Authority preferences to read “Live or work in Dover”

Page 11-11 Required reporting – see bullets

Chapter 12 Terminations – include new regulations pertaining to Violence Against Women Act (VAWA)

Page 12-7 Insufficient Funding – add new policy for terminations due to insufficient funding

First in, first out. Under this option the PHA would terminate families according to the date of the family's admission to the program, starting with those who have been receiving assistance the longest.

The PHA will terminate families in the following order:

1. Non-elderly, non-disabled single member families.
2. Non-elderly, non-disabled families with no children under the age of 18.
3. Non-elderly, non-disabled families with children under the age of 18.
4. Elderly and disabled families.

Upon consideration of such alternatives and factors, the PHA may, on a case-by-case basis, choose not to terminate assistance.

Chapter 17 Project Based Vouchers - revise this chapter to indicate that the Dover Housing Authority will operate a project-based voucher program in accordance with 24 CFR 983.5 using up to 20 percent of its voucher program budget authority for project-based assistance.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

Nay

None

John Pike moved, seconded by Barbara Caron, for the adoption of the following resolution:

RESOLUTION NO. 2010-04-14-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 6 to Capital Fund Program Grant No. NH36P00350108 is hereby approved.

On a roll call vote:

Aye

Mark Moeller
Barbara Caron
John Pike

Nay

None

Miscellaneous

The Board reviewed the information on the 10th Annual Dover Rotary Charities Golf Tournament scheduled for June 14th and the Riverside Rest Home Golf Tournament scheduled for June 22nd. Approving a donation for each was discussed in the interest of keeping good community relations. John Pike moved, seconded by Barbara Caron that the DHA sponsor a team in the Dover Rotary tournament and a hole or tee in the Riverside Rest Home tournament. All were in favor.

Old Business

None

New Business

None

Adjournment

The meeting adjourned at 2:10 p.m. on a motion by John Pike, seconded by Barbara Caron.



Chairman

Date



Secretary

6-14-10

Date