

## MINUTES

Regular Meeting  
Dover Housing Authority  
December 15, 2009  
12:25 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, December 15, at 12:25 p.m., at 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  
John Pike, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; Mark Leno, DHA Liaison Officer; Allan Krans, City Attorney; Otis Perry, DHA Capital Fund Manager; Michele Roucoulet-Ryan, Family Self-Sufficiency Program Coordinator.

### Minutes

The minutes of the regular meeting of November 17, 2009 were presented. Barbara Caron moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

#### Aye

John McCooey  
Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

#### 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 012866 through 012938; housing checks numbered 031449 through 031554; Section 8 checks numbered 028692 through 028813, and Section 8 Direct Deposit transactions D03323 through D03396; Addison Place checks

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numbered 003479 through 003490; Covered Bridge Manor checks numbered 002087 through 002100.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Barbara Caron	
Mark Moeller	
Marjorie Briand	
John Pike, (abstained from 031471, 031512)	

**Reports**

Barbara Caron moved to accept the following reports as presented, seconded by Marjorie Briand:

- o Report of the Executive Director dated December 10, 2009. Jack Buckley reported that the Cocheco Waterfront Development Advisory Committee (CWDAC) chose the Young Street option for the new location for the pedestrian bridge, even though it would likely be the most expensive. He also reported HUD's authorization to proceed with the purchase of Leonard Silver's property on Chapel Street--with the closing scheduled for January 2010. The Executive Director discussed the concept plan for the proposed "Village at Dover Point" and explained that the project is in the preliminary stage, but that if it is looked favorably upon by New Hampshire Housing Finance Authority, he would request Board approval to pursue the project, assuming the DHA could use Section 8 Project Based Vouchers to insure occupancy. He further reported that the House and Senate reached agreement on FY 2010 funding, increasing the Operating Subsidy, Capital Fund Program and Section 8 Program allocations.
- o Report of Housing Statistics for the Month of December, 2009. The Commissioners reviewed the monthly housing waiting list.
- o Report from DHA Liaison Officer for the Month of November, 2009. Officer Leno discussed his report with the Board and informed them that the Accreditation Team for the Dover Police Department was very impressed with the partnership between the Housing Authority and the Police Department. Marjorie Briand indicated her concern over an incident of an adult resident who solicited two youths to assault another. Officer Leno explained that there had been an

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ongoing dispute among the parties and an arrest made. He also reported another successful year with the Christmas food basket program with over 150 baskets distributed.

- Capital Fund Manager Report dated December 5, 2009. Otis Perry discussed his report with the Board, informing them that the Planning Board would be reviewing the Central Towers parking lot plans at their meeting on November 17<sup>th</sup>. John Pike asked about the status of generators being installed at DHA properties, and Otis Perry reported that the Central Towers generator contract was underway; St. John's would be next, then Niles Park and Union Court. He noted that Waldron Towers already had a generator, but would need some upgrading in the future.
- Senior Supportive Services Coordinator Report dated December, 2009. The Board reviewed the monthly report. The Executive Director informed the Board that *Foster's* had taken a photo of the Hand-in-Hand Van and DHA and hospital representatives to acknowledge the recent NAHRO Awards of Merit and Excellence earned by the DHA for the transportation program.
- Family Self-Sufficiency Program Report dated December, 2009. Michele Roucoulet-Ryan, FSS Program Coordinator, was present to discuss her report and answer questions of the Board. She explained the method by which FSS escrow accounts were funded and what achievements were necessary in order for participants to receive escrow funds. John McCooey asked about the selection process for participation and Michele explained that the Section 8 Housing Officers, Molly Brownell and Brandi Parker-Brown refer current voucher holders to her for recruitment. Michele spoke of the program's success, citing participants who have obtained education, recovered from substance abuse, gained full time employment and purchased homes. Michele also explained that in the past, her position had been grant funded but with new legislation would be paid through Section 8 Administrative fees. The Board expressed their unanimous support of Michele and the Family Self-Sufficiency Program.
- Financial Reports. The Board reviewed the Budget Comparison for October 2009.
- Policy Review. The Board reviewed the most recent regulatory changes to the Section 8 Administrative Plan.

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

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2009-12-15-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,140.00 in security deposits and \$28.81 in interest, for a total of \$1,168.81 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 to accept the reports as presented:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

**Nay**

None

Due to an error, the resolution authorizing Addison Place write-offs was withdrawn, to be corrected and placed on next month's agenda.

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

**RESOLUTION NO. 2009-12-15-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$9,458.23 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 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  
Mark Moeller  
Marjorie Briand  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-12-15-03**

Resolved: To hereby accept the offer of the New Hampshire Public Risk Management Exchange (Primex<sup>3</sup>) to enter into its Workers' Compensation 5% Multi Year Discount Program as of the date of the adoption of this resolution, and to be contractually bound to all of the terms and conditions of Primex<sup>3</sup> risk management poll membership during the term of the Workers' Compensation 5% Multi-Year Discount Program. The coverage provided by Primex<sup>3</sup> in each year of membership shall be as then set forth in the Coverage Documents of Primex.

On a roll call vote:

**Aye**

John McCooley  
Barbara Caron  
Mark Moeller

**Nay**

None

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Marjorie Briand  
John Pike

**Miscellaneous**

The Board reviewed *Foster's* articles on the DHA Turkey Feast and the Liaison between the Dover Housing Authority and Dover Police Department

**Old Business**

There was no old business.

**New Business**

May Glovinski informed the Board of a recent development surrounding the Dover Housing Authority's grant application for the Resident Opportunity and Self-Sufficiency (ROSS) Service Coordinator Program. She explained that the Dover Housing Authority had recently received a notice by fax from the Grants Management Center (GMC) with instructions to correct a deficiency in the application and return it for further processing. The Deputy Director explained that due to an oversight, the corrected application was not returned within the deadline and was therefore deemed ineligible for further review. May informed the Board that she requested Senator Shaheen's office to intervene on behalf of the Dover Housing Authority in an attempt to resolve the issue. John Pike asked what the Board could do and the Executive Director indicated that he would recommend using operating funds to pay the salary for at least 2 months if the DHA was not successful in receiving the grant funding. He also noted that it was too early to predict the outcome of this situation, but that it would be discussed again at the next Board meeting in January.

The meeting adjourned at 1:20 p.m. on a motion by John Pike, seconded by Barbara Caron.

Vice-Chairman Barbara A. Caron 01/19/10  
Date

Secretary [Signature]

01/19/2010  
Date