

MINUTES

Regular Meeting
Dover Housing Authority
October 20, 2009
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, October 20, 2009, at 12:15 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

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

Minutes

The minutes of the regular meeting of September 16, 2009 were presented. Barbara Caron moved, seconded by Mark Moeller, 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 Marjorie Briand, to approve payroll checks numbered 012694 through 012792; housing checks numbered 031171 through 031327; Section 8 checks numbered 028428 through 028565, and Section 8 Direct Deposit transactions D03180 through D03249; Addison Place checks numbered 003436 through 003458; Covered Bridge Manor checks numbered 002050 through 002067.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Reports

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

- Report of the Executive Director dated September 11, 2009. Jack Buckley informed the Board that the DHA closed on the Dennis property on September 28th, and that the engineer was working on a plan for temporary parking for Central Towers residents through the winter months. The Executive Director also reported that the NH Division of Historical Resources had completed its review of Leonard Silver's property at 26-28 Chapel Street and found no historical significance. The Executive Director further reported that the salary of the Section 8 Family Self-Sufficiency Program Coordinator will now be funded through additional Section 8 administrative fees, eliminating the annual grant application process. In a Washington update, Jack Buckley reported that HUD appropriations bills are pending but that Congress has approved and the President has signed a continuing resolution to keep the federal government programs operating through October 31, 2009. The Executive Director called attention to the resolution on the agenda approving the contract for interior design work at St. John's. Commissioner Moeller asked about the camera installed at Niles Park and the Executive Director held a lengthy discussion regarding the need to monitor certain areas within our developments.
- Report of Housing Statistics for the Month of September, 2009. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of September, 2009. Officer Leno discussed his report with the Board and informed them of the upcoming 20th anniversary of the Community Policing Program on November 6, 2009. He also noted a recent survey he and T J Marks conducted of the Mineral and Whittier Parks' neighborhood to determine the proper locations for security cameras. He also informed the Board of a Hampshire Circle family that

spearheaded the move to clean up the Avon Cemetery adjacent to Mineral Park, with help from the DHA maintenance department. After discussion, the Board suggested that the family be recognized for this volunteer work.

- Capitol Fund Manager dated September 2009. The Board reviewed the monthly report. Otis Perry explained that the underground oil storage tank had been removed successfully and that the Central Towers parking lot, when finished would provide 65 spaces. He reported that he was waiting to hear from Fairpoint and PSNH to coordinate the removal of the utility pole.
- Senior Supportive Services Coordinator Report dated for October 2009. The Board reviewed the monthly report. The Board suggested Cathryn Conway-Dorr be invited to the meetings at least quarterly to report on her programs.
- Family Self-Sufficiency Program Report dated for October, 2009. The Board reviewed the monthly report and suggested Michele Ryan be invited to the meetings at least quarterly to report on her program.
- Financial Reports. The board reviewed the Budget Comparison for August 2009 and TD Bank Account Balance Report for 9/30/2009.
- Policy Review. The Board reviewed the Code of Ethics and Specific Rules of Conduct. No changes were required.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2009-10-20-01

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

Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,300.00 in security deposits and \$72.67 in interest, for a total of \$1,372.67 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 Barbara Caron, for the adoption of the following resolution:

RESOLUTION NO. 2009-10-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$22,960.18 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
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2009-10-20-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$558.60 from TD Bank, Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve his FSS goals.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2009-10-20-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$516.60 from TD Bank, Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

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 NO. 2009-10-20-05

WHEREAS, proposals were advertised for **Decorating at St John's Housing for the Elderly**; and

WHEREAS, 1 proposal was received; and

WHEREAS, MURCON Construction Co. proposed to do the work for a reasonable cost,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Decorating at St. John's Housing for the Elderly be awarded to MURCON Construction for the proposed price of \$23,300.

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. 2009-10-20-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36S00350109, is hereby approved.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

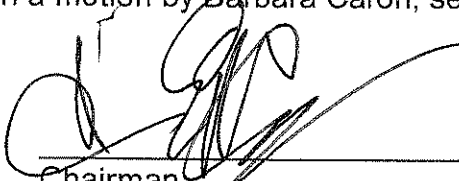
Old Business

There was no old business.

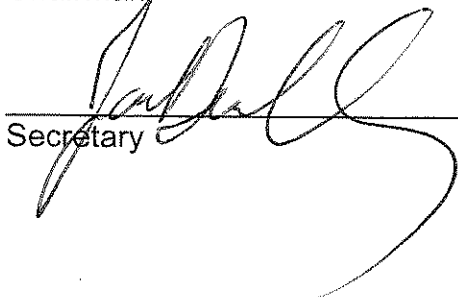
New Business

Mark Moeller and Barbara Caron suggested planning a luncheon celebration of the 20th anniversary of the partnership between the Dover Housing Authority and the Dover Police Department. They suggested a gathering of the past and present liaison officers and coverage by the press. The Executive Director agreed to discuss this with Police Chief Tony Colarusso.

The meeting adjourned at 1:10 p.m. on a motion by Barbara Caron, seconded by Mark Moeller.



Chairman



Secretary

11/17/2009
Date

11/17/2009
Date