

MINUTES

Regular Meeting
Dover Housing Authority
August 18, 2009
12:22 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, August 18, 2009, at 12:22 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
John Pike, 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.

Minutes

The minutes of the regular meeting of July 21, 2009, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
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 Marjorie Briand, to approve payroll checks numbered 012580 through 012635; housing checks numbered 030959 through 031047; Section 8 checks numbered 028169 through 028297, and Section 8 Direct Deposit transactions D03051 through D03115; Addison Place checks numbered 003403 through 003418; Covered Bridge Manor checks numbered 002029 through 002032.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller
John Pike (abstain, Housing checks 030981 and 031026)
Marjorie Briand

Nay

None

Reports

Barbara Caron moved to accept the following reports as presented, seconded by Mark Moeller:

- o Report of the Executive Director dated August 14, 2009. The Executive Director informed the Board that work on the Waterfront development would be slowing down until the overall economic conditions change, but Mark Dickinson would continue submitting periodic updates to the CWDAC and hopes to begin submitting plans to the City Planning Board and Conservation Commission in 2010. The Executive Director also discussed the upcoming Police Charities Golf Tournament and informed the Board that it conflicted with the date of their next Board meeting. The Board authorized the Executive Director to enter a foursome in the tournament and to reschedule the September Board meeting to Wednesday, September 16, 2009. The Executive Director informed the Board that the owners of Redden Gardens had approached the Dover Housing Authority requesting help in managing and marketing their development. The Executive Director told the Board he was still weighing the advantages and disadvantages of this undertaking and would keep them apprised of the situation. The Executive Director discussed the latest request of Mr. Dennis' attorney to increase the amount of liquidated damages the Dover Housing Authority would have to pay if the sale did not take place. The Board unanimously agreed not to approve the latest request, especially in light of the fact that the results of the recent Phase II Environmental Assessment Survey did not disclose anything that would prevent the Dover Housing Authority from moving forward with the purchase of the property. The Deputy Director apprised the Board of the nationwide problem of budget shortfalls in the Section 8 Housing Choice Voucher Program. She explained that HUD is canvassing housing authorities for their financial data to determine if families would have to be terminated from the Section 8 Program if HUD was not able to provide additional funding. The Deputy Director informed the Board that as of July 31,

2009, the Dover Housing Authority was over budget in the Section 8 Program, and HUD will require housing authorities to use some of their Section 8 reserves to offset their deficits. At the current spending level, however, the Dover Housing Authority would have a deficit in the Section 8 Program Budget by December 31, 2009.

- Report of Housing Statistics for the Month of July, 2009. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of July, 2009. Officer Leno discussed his report with the Board--in particular, the success of the recent Bike Parade and Neighborhood Night Out at Mineral and Whittier Park. He also reiterated that the "No Trespass Order" was very effective in banning individuals from DHA property.
- Mark Moeller commended both Mark Leno and Thad Mandsager on the success of the Neighborhood Night Out and Bike Parade and encouraged more publicity of positive events of this nature.
- Report of Capital Fund Manager dated July 15, 2009. The Board reviewed the monthly report. The Deputy Director informed the Board that the bid opening for the Central Towers underground storage tank removal and utility work was postponed until August 25th.
- Senior Supportive Services Coordinator Report dated August 2009. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated July, 2009. The Board reviewed the monthly report.
- Financial Reports. There was no budget comparison this month.
- Policy Review. No policy review this month.

Resolutions

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

RESOLUTION NO. 2009-08-18-01

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

Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,750.00 in security deposits and \$76.20 in interest, for a total of \$1,826.20 from TD Banknorth 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
John Pike
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2009-08-18-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,017.10 from TD Banknorth, T.A., Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn be transferred to Maine State Housing Authority (MSHA) on behalf of the FSS program participant who has moved and will continue her participation in the Section 8 Housing Choice Voucher FSS Program through MSHA.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

Nay

None

John Pike moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2009-08-18-03

WHEREAS, on September 10, 1998, a Final Rule was published in the Federal Register establishing the Section 8 Management Assessment Program (SEMAP) to measure Public Housing Agency management performance in 14 key areas of the Section 8 tenant-based assistance programs; and

WHEREAS, in accordance with these regulations, Housing Authorities are required to submit a SEMAP Certification addressing each of the 14 areas and to certify the accuracy of the information,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the SEMAP Certification for the fiscal year ended June 30, 2009, is hereby approved for electronic submission.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

Nay

None

Miscellaneous

The Board reviewed the *Foster's* article about Tyler Bourassa and a letter of thanks from Dover Fire & Rescue.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

The meeting adjourned at 1:05 p.m. on a motion by Barbara Caron, seconded by Mark Moeller.

Barbara A. Caron 09.16.09
Chairman Date

Mark Moeller 09.16.09
Secretary Date

