

## MINUTES

Regular Meeting  
Dover Housing Authority  
March 17, 2009  
12:15 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, March 17, 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  
Marjorie Briand, Commissioner  
Mark Moeller, Commissioner  
John Pike, Commissioner

Also present were: May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; Otis Perry, DHA Capital Fund Manager; DHA Liaison Officer Mark Leno; City Attorney Allan Krans. The Executive Director participated via conference call.

### Minutes

The minutes of the regular meeting of February 17, 2009, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

#### Aye

John McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
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 Mark Moeller, to approve payroll checks numbered 012266 through 012321; housing checks numbered 030357 through 030465; Section 8 checks numbered 027281 through 027599, (027406-027493 spoiled); and Section 8 Direct Deposit transactions D02730 through D02792; Addison Place checks numbered 003278 through 003300; Covered Bridge Manor checks numbered 001935 through 001951.

On a roll call vote:

Aye

John McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike (abstained on 030420, 030449, 003282)

Nay

None

**Reports**

John Pike moved to accept the following reports as presented, seconded by Mark Moeller:

- o Report of the Executive Director dated March 13, 2009. The Executive Director discussed the appraisal of the property next to St. John's and other options to expand parking for the residents, noting that any offer made on the property would have to be approved by the Board. He also reported that negotiations were still underway to finalize the Cochecho Waterfront Land Disposition Agreement (LDA). For Central Towers, it's proposed that the Stimulus Package money awarded to the Housing Authority be used to buy adjacent property to expand parking, or build a parking deck. Plans for Covered Bridge Manor generator are in the process. Recommendations were made for donations for the various golf tournament fund raisers, including the Rotary Club, (sponsor a hole), Riverside Rest Home (sponsor a hole), and the Children's Museum (enter and sponsor a hole). Other donations recommended were for the Chamber of Commerce (\$500 per year for 4 years), and the Fire Safety Festival (\$500).
- o Report of Housing Statistics for the Month of February, 2009. The Commissioners reviewed the monthly housing statistics.
- o Report from DHA Liaison Officer for the Month of February, 2009. Officer Leno reported that the Crime Watch Group is planning a Dover Night Out since the city-wide event was cut. The History of the Dover Housing Authority is finished and ready to go to print. He discussed his report further with the Board.
- o Report of Capital Fund Manager dated March 11, 2009. Otis Perry informed the Board that the Stimulus money has different requirements, which may encourage smaller, local contractors to bid. Central Towers parking options are progressing. The exact amount of the funding for the next capital fund grant not

yet known. Barbara Caron asked about the person who was hired to explore the addition of generators in all DHA properties.

- Senior Supportive Services Coordinator Report dated February, 2009. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated February 2009. The Board reviewed and discussed the monthly report. Marjorie Briand asked how families accumulate money in their escrow accounts. May explained that when the family's income increases, rather than increase the rental amount, the amount of the increase is placed in an escrow account. She also explained that it is not necessary to have money in the escrow account to participate in the program.
- Financial Reports. The budget comparison for the period ended 1/31/2009 was presented and reviewed by the Board.
- Policy Review. There was no policy review this month.

### **Resolutions**

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

#### **RESOLUTION NO. 2008-03-17-01**

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 \$33.45 in interest, for a total of \$483.45 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  
Marjorie Briand  
Barbara Caron

**Nay**

None

Mark Moeller  
John Pike

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

**RESOLUTION NO. 2009-03-17-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr and Michele Roucoulet-Ryan are hereby authorized to attend the 2009 *New England Resident Service Coordinators, Inc.*, 11<sup>th</sup> Annual Conference in Burlington, VT, April 29-May 1, 2009.

BE IT FURTHER RESOLVED, that all expenses in connection with this training conference are hereby approved.

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that May Glovinski, William Gregorakos, Kathy Zaleski, and Myra Maurice are hereby authorized to attend the Red Star UPCS\* and REAC\*\* Inspection Training Seminar on April 6-7, 2009, in Portsmouth, NH.

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  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-04**

WHEREAS, the Department of Housing and Urban Development (HUD) has awarded the Dover Housing Authority \$922,653 through a Capital Fund formula grant pursuant to the American Recovery and Reinvestment Act of 2009; and

WHEREAS, the Dover Housing Authority has executed the Annual Contributions Contract with HUD to accept the award,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Annual Statement for Capital Fund Program Grant No. NH36S00350109 is hereby approved and the Executive Director or Deputy Director is authorized and instructed to sign the Annual Statement and to submit it to HUD.

On a roll call vote:

**Aye**

John McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the "Fourth Amendment to Term Sheet for Sale and Development of Dover Landing" as attached, is hereby approved and the Executive Director is hereby authorized to sign said amendment on behalf of the Dover Housing Authority.

On a roll call vote:

**Aye**

John McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$400.00 from TD BankNorth, T.A., 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 McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-07**

BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that a proposal in the amount of \$34,500 from The Generator Connection of Barrington, NH, to furnish and install a generator at Covered Bridge Manor is hereby accepted, contingent upon approval by the Covered Bridge Manor Board of Directors and the Department of HUD.

On a roll call vote:

**Aye**

John McCooey  
Marjorie Briand  
Barbara Caron  
Mark Moeller  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2009-03-17-08**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Proposal from Trittech Engineering Corporation dated February 19, 2009, for Central Towers Parking Design in the amount of \$74,000 is hereby accepted and approved.

BE IT FURTHER RESOLVED, that this amount of \$74,000 represents a \$55,000 increase to the existing contract with Trittech Engineering for their design of the Central Towers Parking Lot. The original contract was \$19,000.

**Aye**

John McCooey  
Marjorie Briand  
Barbara Caron

**Nay**

None

Mark Moeller  
John Pike

**Miscellaneous**

The Board reviewed recent articles from *Foster's* regarding stimulus funds being distributed by HUD to cities and housing authorities within the state. Addison Place and DHA Financial Statements were also reviewed. It was agreed that the DHA Financial Statements should be placed on the next agenda for acceptance and approval.

**Old Business**

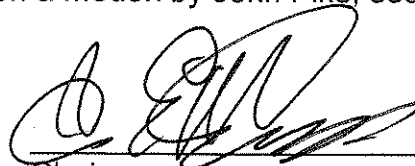
There was no old business.

**New Business**

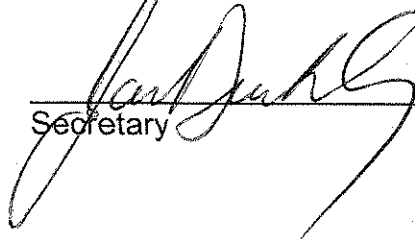
There was no new business.

**Adjournment**

The meeting adjourned at 12:51 p.m. on a motion by John Pike, seconded by Mark Moeller.

  
Chairman

04/14/2009  
Date

  
Secretary

04.14.09  
Date