

MINUTES

Regular Meeting
Dover Housing Authority
October 18, 2011
12:00 noon

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, October 18, 2011, at 12:00 noon at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH.

Roll Call

John McCooley, Chairperson
Mark Moeller, Vice Chairperson
Barbara Caron, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; City Attorney Allan Krans; Mark Leno, Resident Services Coordinator.

John Pike were absent.

Minutes

The minutes of the Regular Meeting of September 26, 2011, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Manifests and Correspondence

The Payroll, Housing, Section 8 HCV, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 014666 through 014740; housing checks numbered 034039 through 034154; Section 8 HCV checks numbered 031549 through 031670 and D005018 through D005099; Addison Place checks numbered 003967 through 003980; and Covered Bridge Manor checks numbered 002519 through 002523.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Reports

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

- Executive Director's Report dated October 12, 2011. The Board reviewed the Director's report. Mr. Buckley added that the House and Senate are still working on proposed budgets.

The Executive Director informed the Board that bed bugs continue to be an issue and finding ways to stay ahead of the problem is crucial. The subject of bed bugs, forming partnerships for purchasing extermination equipment, and financing solutions was discussed at length among the Board members. John McCooey suggested the

Housing Authority start looking for creative solutions and the subject would be discussed further at the December meeting.

- Report of Housing Statistics October 2011. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer, October 2011. The Board reviewed and discussed Officer Joslin's report.
- Capital Fund Manager Report, October 2011. Otis Perry reported, there are presently 6 separate Capital Fund projects underway at the Housing Authority. Mark Moeller asked Mr. Perry to discuss the water infiltration issues at Waldron and Central Towers. The Capital Fund Manager explained that the project will be a reoccurring line item in the Capital Fund Program Budgets since the problem and the costs went beyond what the HA was expecting.
- Senior Supportive Services Coordinator Report, October 2011. The Board members reviewed the report.
- Family Self-Sufficiency Program Report, October 2011. The Board reviewed the FSS Coordinator's report.
- Resident Services Coordinator (RSC) Report, October 2011. Mark Leno presented his report to the Board. The Commissioners discussed the report with Mr. Leno and further discussed bed bug issues.
- Financial Reports. The Budget Comparison as of September 30, 2011 was reviewed.
- Policy Review. The Board reviewed the *Blood Borne Diseases*. There was discussion about requiring a Hepatitis B and Hepatitis C vaccine. There was no policy change suggested at this time.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO 2011-10-18-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioner's of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$300.00 in security deposits and \$10.49 in interest, for a total of \$310.49 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 McCooley
Mark Moeller
Barbara Caron

Nay

None

Marjorie Briand

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

RESOLUTION NO 2011-10-18-02

WHEREAS, the Dover Housing Authority has solicited proposals for accounting services; and

WHEREAS, Howard Gordon was the only one to submit a proposal; and

WHEREAS, Howard Gordon has provided accounting services to the Dover Housing Authority for a number of years and has done an outstanding job,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to execute the Contract for Accounting Services with Howard Gordon, effective July 1, 2011 through June 30, 2016.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Miscellaneous

The Board reviewed an article from *Foster's* on bed bugs.

