

MINUTES

Regular Meeting
Dover Housing Authority
November 15, 2011
12:00 noon

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 15, 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
John Pike, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; City Attorney Allan Krans; Mark Leno, Resident Services Coordinator; Officer Bobby Joslin, DHA Liaison Officer; Kathy Noel, Administrative Assistant.

Minutes

The minutes of the Regular Meeting of October 18, 2011, were presented. John Pike moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

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 014741 through 014816; housing checks numbered 034155 through 034266; Section 8 HCV checks numbered 031667, 031671 through 031791 and D005100 through D005179; Addison Place checks numbered 003981 through 004001; and Covered Bridge Manor checks numbered 002524 through 002549.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike (abstained housing checks, 034208, 034256)

Nay

None

Reports

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

- Executive Director's Report dated November 8, 2011. The Board reviewed and discussed the Director's report. Mr. Buckley informed the Board that candidates were being interviewed for the PH FSS Program Coordinator position. He also stated that efforts were still being made by Congress to recapture reserves of well-run housing authorities in an attempt to offset HUD's budget deficit. Further discussion centered around the bid opening on November 14, 2011, for the installation of carbon monoxide detectors in all public housing

family units. The Executive Director requested Board approval to award the contract to the sole bidder, Scarponi Electric, in the amount of \$52,900, pending the results of an independent cost analysis to be performed by Otis Perry. The Commissioners were in favor of awarding the contract.

- Report of Housing Statistics November 2011. The Commissioners reviewed the Housing Statistics report. The Deputy Director stated that beginning next month the Security Deposit statistics would be included in the Housing Statistics report and that a resolution would no longer be required.
- Report from DHA Liaison Officer, November 2011. Officer Joslin reported that the month of October was quiet, with only 7 criminal incidents. He stated that drug activity is continuously tracked, with the most prevalent being illegal use and sale of prescription pills along with some crack cocaine and marijuana activity. Officer Joslin also reported he attended training on elder abuse and found that most abuse occurs when family members become overwhelmed with the responsibility of care. In our public housing, he said, most of the elderly live alone so this is not something he has had to deal with as of yet.
- Capital Fund Manager Report, November 2011. The report of the Capital Fund Manager was reviewed by the Board. May Glovinski summarized the progress on several projects: Waldron Towers water proofing project is underway; Niles Park streets, walkways and sidewalks have been repaved by the City; St. John's emergency generator has been installed, the new parking lot has been graded and DHA is waiting for PSNH to move a utility pole to complete the project; Scarponi Electric is in the process of installing new security lights at Waldron Towers.
- Senior Supportive Services Coordinator Report, November 2011. The Board members reviewed the monthly report.

- Family Self-Sufficiency Program Report, November 2011. The Board reviewed the FSS Coordinator's report.
- Resident Services Coordinator (RSC) Report, October 2011. The Commissioners reviewed and discussed the report with Mark Leno. Mark informed the Board that volunteers from St. Thomas Aquinas High School repainted all the railings at Niles Park. May Glovinski conveyed that Bill Gregorakos, Maintenance Supervisor, was very grateful for their hard work and that the project was fully completed. Mr. Leno also reported that the theme for the Dover parade is *Heroes Delivering the Gift of Peace* and that DHA/SOCC would be entering a float again this year.
- Financial Reports. The Budget Comparison as of September 30, 2011 and the TD Bank Account Balance Report as of 10/31/2011 were reviewed.
- Policy Review. The Board reviewed the *Commissioners' Travel Expense Policy*. No changes were suggested at this time.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

Nay

None

Resolutions

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

following resolution:

RESOLUTION NO 2011-11-15-01

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 \$550.00 in security deposits and \$54.66 in interest, for a total of \$604.66 from TD Bank Account No. 9244374552, 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
Marjorie Briand
John Pike

Nay

None

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

RESOLUTION NO. 2011-11-15-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members are hereby authorized to attend the 2012 Tenmast National User Conference, April 17-20, 2012, at The Hyatt Regency Lexington Hotel, Lexington, Kentucky.

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

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

Nay

None

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

RESOLUTION NO. 2011-11-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$501.22 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 McCooley
Mark Moeller
Barbara Caron

Nay

None

Marjorie Briand
John Pike

Miscellaneous

The Board reviewed recent *Foster's* articles, and new requirements regarding tenant transfers from one unit to another. The Commissioners were also provided with information about the 2012 PHADA Conference.

Old Business

John Pike spoke about the SOCC budget and strongly suggested that a formal request be submitted to the School Department as soon as possible to determine the feasibility of including the SOCC programs in the School Department budget. He recommended following Attorney Krans' advice to gather statistics and make comparisons to persuade the City and School Department of the value of SOCC programs. The Executive Director agreed to discuss this with Thad Mandsager and ask that he begin developing a proposal to the School Department and School Board Members.

Marjorie Briand stated that due to the uncertainty of HUD funding, Commissioner attendance at out-of-state conferences, conventions, meetings, seminars and workshops be curtailed.

The Executive Director requested to speak in Non-Public Session about a legal matter. Barbara Caron moved, seconded by John Pike, to recess the regular meeting for the purpose of discussing pending litigation. All were in favor. The regular meeting recessed at 1:10 p.m.

Regular session reconvened at 1:15 p.m. on a motion by Mark Moeller, seconded by Barbara Caron.

