



**CITY OF DOVER**

## DOVER HOUSING AUTHORITY - MINUTES

Meeting Type: **Regular Meeting**  
 Meeting Location: **Dover Housing Authority Annex, 4 Tolend Road**  
 Meeting Date: **Tuesday, January 17, 2012**  
 Meeting Time: **12:00 pm**

Vice Chair, Mark Moeller, called the meeting to order.

### **Roll Call**

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

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

John McCooley, Chairperson, was absent.

### **Minutes**

The Minutes of the Regular Meeting of December 20, 2011, were presented. Marjorie Briand moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

### **Manifests and Correspondence**

The Payroll manifests were presented. Marjorie Briand moved, seconded by John Pike, to approve payroll checks numbered 014891 through 014928, 014984 through 015016 and 015026 through 015033.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None



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The Housing manifests were presented. Marjorie Briand moved, seconded by John Pike, to approve housing checks numbered 034396 through 034502.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike (abstain 34414, 34447)

**Nay**

None

The Section 8 manifests were presented. Marjorie Briand moved, seconded by Barbara Caron, to approve Section 8 checks numbered 031926 through 032049 and D005264 through D005348.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

Addison Place manifests were presented. John Pike moved, seconded by Marjorie Briand, to approve Addison Place checks numbered 004024 through 004038.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

Covered Bridge Manor check manifests were presented. Barbara Caron moved, seconded by John Pike, to approve Covered Bridge Manor checks numbered 002567 through 002585.



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On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

### **Reports**

The Report of Deputy Director dated January 13, 2012 was presented. John Pike moved to accept the Report, seconded by Barbara Caron.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

The Report of Housing Statistics dated January 2012 was presented. John Pike moved to accept the report, seconded by Barbara Caron.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

The Report from the DHA Liaison Officer dated January 2012 was presented. John Pike moved to accept the report, seconded by Barbara Caron.



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On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

The Capital Fund Manager Report dated December 2011 was presented. John Pike moved to accept the report, seconded by Barbara Caron.

Otis Perry updated the Board on the status of the capital fund projects, noting that last year was a very busy and productive year. Mr. Perry also informed the Board that the Annual Contributions Contract (ACC) amendment will be early this year but that the 5 year plan should already have the items listed. The Capital Fund Manager added that the schedule change is beneficial since it will allow funds to be used at the beginning of the construction season instead at the end, as in the past.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

The Senior Supportive Services Coordinator Report dated January 2012 was presented. John Pike moved to accept the report, seconded by Marjorie Briand.

There was no discussion.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None



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The Family Self-Sufficiency (FSS) Program Report dated January 2012 was presented. John Pike moved to accept the report, seconded by Marjorie Briand. The Commissioners discussed the escrow account balances for the participants and the distinction between the Section 8 HCV FSS program and the new Public Housing FSS program.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

The Resident Services Coordinator (RSC) Report dated December 2011 was presented. John Pike moved to accept the report, seconded by Barbara Caron. The Commissioners reviewed and discussed the report with Mark Leno.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None

Under Financial Reports, the Budget Comparison as of 11/30/2011, TD Bank Account Balance Report as of 12/31/2011 and Edward Jones Portfolio Summary also as of 12/31/2011 were presented. Barbara Caron moved to accept the financial reports, seconded by John Pike.

On a roll call vote:

**Aye**

Mark Moeller  
Barbara Caron  
Marjorie Briand  
John Pike

**Nay**

None



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The Policy for the *Program for a Drug-Free Workplace* and the Policy for *Use of DHA Property for Political Purposes* was reviewed by the Board. Barbara Caron moved to accept the Policy for the *Program for a Drug-Free Workplace* and the Policy for *Use of DHA Property for Political Purposes* with no changes.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

### **Resolutions**

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

#### **RESOLUTION NO. 2012-01-17-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Mark Leno is hereby authorized to attend the New England Bed Bug Boot Camp on February 9-10, 2012 in Woburn, MA.

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

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

Marjorie Briand moved for the adoption of the following resolution, seconded by John Pike:



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### **RESOLUTION NO. 2012-01-17-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Public Housing Family Self-Sufficiency Program Coordinator* is hereby approved, and shall become part of the Personnel Policy.

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

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

### **RESOLUTION NO. 2012-01-17-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr, Michele Ryan, Mark Leno and Cynthia Miller are hereby authorized to attend the *14<sup>th</sup> Annual New England Resident Service Coordinators, Inc. Conference* in Providence, RI, May 2-4, 2012.

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

On a roll call vote:

**Aye**

Mark Moeller  
 Barbara Caron  
 Marjorie Briand  
 John Pike

**Nay**

None

### **Miscellaneous**

The Commissioners discussed the recent PHADA Conference attended by Mark Moeller and John Pike.



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### **Old Business**

There was no old business.

### **New Business**

John Pike suggested to the Board that a special meeting be held to discuss succession planning for staff and commissioner positions and alternatives for DHA funding, in light of the forecasted budget cuts. Jack Buckley agreed and noted that there should be a full Board present to discuss the challenges ahead. No dates were arranged.

### **Adjournment**

Barbara Caron moved to adjourn, seconded by Marjorie Briand. The regular meeting adjourned at 1:50 p.m.