

MINUTES

Regular Meeting
Dover Housing Authority
September 25, 2012
12:25 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 25, 2012, at 12:25 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman, John McCooey, called the meeting to order.

Roll Call

John McCooey, Chairman
Mark Moeller, Vice Chair
Marjorie Briand, Commissioner

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

Absent: Barbara Caron, Commissioner; John Pike, Commissioner

Minutes

The Minutes of the Regular Meeting of August 21, 2012, were presented. Mark Moeller moved to accept the minutes, seconded by Marjorie Briand.

On a roll call vote:

Aye

John McCooey
Marjorie Briand
Mark Moeller

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 015777 through 015871; housing checks numbered 035301 through 035444; Section 8 checks numbered 032917 through 033047 and D006129 through D006213; Addison Place checks numbered 004181 through 004213; and Covered Bridge Manor checks numbered 002721 through 002745.

On a roll call vote:

Aye

John McCooley
Marjorie Briand
Mark Moeller

Nay

None

Reports

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

The Report of Executive Director dated September 20, 2012, was presented to the Board. Jack Buckley discussed exercising the "right of first refusal" to purchase Addison Place after December 31, 2012. He explained that the property would be owned by a non-profit affiliate of the Housing Authority whose Board would be comprised of 2 or 3 DHA Commissioners along with other members with outside interests. He also stated the DHA would continue to be the management agent and the property would remain in tax credit compliance for another 15 years which would guarantee the availability of affordable housing. Mr. Buckley requested the Board's authorization to pursue acquiring the property but stated he would report back to them before any action was taken. The Board granted the Executive Director's request.

Housing Statistics reported for September were reviewed by the Commissioners.

The Report of DHA Liaison Officer was reviewed by the Board. Officer Joslin was unable to attend the meeting. Marjorie Briand questioned the number of 911 hang-ups reported. Mark Leno, former DHA Liaison Officer, suggested it is most often a case of someone meaning to dial 411 for telephone directory assistance, or a child hitting a speed dial button programmed for emergencies. He stated that every 911 call is followed up, regardless of the reason.

The Capital Fund Manager Report for September 2012 was presented to the Commissioners by Otis Perry. John McCooley questioned Mr. Perry about the number of spaces in the new parking lot at St. John's. The Capital Fund Manager explained that the new lot has 34 spaces which accommodate all residents and their visitors. There were no further questions for the Capital Fund Manager.

The Housing Choice Voucher FSS (HCVFSS) Program Coordinator Report and the Public Housing FSS (PHFSS) Program Coordinator Report for September were reviewed by the Board.

The Resident Services Coordinator (RSC) Report for September was also reviewed by the members of the Board. Mark Leno reported on some of the resident activities coming up including the Thanksgiving dinner hosted by Blue Latitude and the DHA Christmas events. May Glovinski informed the Board of HUD's intent to make the FSS Program Coordinator funding non-competitive in the future.

The Budget Comparative for the period ending 7/31/2012 was reviewed by the Board. There were no questions or comments.

The No-Smoking Policy was discussed by the Board. The Deputy Director suggested revising the policy to prohibit smoking within 25 feet of the

buildings, or to ban smoking property-wide. She stated any such change would require a 45-day public comment period, however. The Board took no action regarding the policy at this time.

On a roll call vote:

Aye

John McCooey
Marjorie Briand
Mark Moeller

Nay

None

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

RESOLUTION NO. 2012-09-25-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised job description, as attached, for the position of *Deputy Director* is hereby approved.

On a roll call vote:

Aye

John McCooey
Marjorie Briand
Mark Moeller

Nay

None

Miscellaneous

The Board reviewed several *Foster's* articles.

Old Business

Deputy Director

This person shall assist the Executive Director in planning, organizing, directing and carrying out the activities of the Dover Housing Authority such as:

- Maintaining and improving the housing facilities of the Authority
- Maintaining and improving fiscal control over the assets and liabilities of the Authority
- Maintaining and improving the public relations of the Authority with the community, including but not limited to relations with officials of the Department of Housing and Urban Development
- Managing the activities of the Authority in accordance with all state and federal laws and regulations
- Communicating with the Board of Commissioners to inform them of management activities
- Other activities as may be assigned by the Executive Director

This person is a highly responsible administrator who acts for the Executive Director in his/her absence with a wide range of management responsibilities including analyzing administrative operations and procedures, preparing reports, negotiating contracts, mediating tenant disputes, supervising staff and performing human relations tasks.

Qualifications

Minimum of bachelor degree from an accredited 4-year college or university with a major study in public or business administration, community development, planning or related field.

Outstanding communication and interpersonal skills.

Knowledge or experience related to personnel management and other administrative services.

Ability to communicate effectively with federal, state and local agencies, consumers and the general public

Knowledge of or familiarity with state and federal laws and regulations pertaining to business administration, personnel management and tenant/landlord relationships

Knowledge or experience in budgetary and audit processes, including financial reporting

Five or more years' experience in a responsible management position in a housing-related field, non-profit organization or governmental agency

Demonstrated ability to build and maintain relationships with a wide array of people with diverse backgrounds

Ability to provide leadership, direction and motivation to encourage cooperation and high performance among staff

Strong computer skills including use of MS Word, MS Excel, Publisher, etc.