

## MINUTES

Regular Meeting  
Dover Housing Authority  
February 19, 2013  
12:15 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 19, at 12:15 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  
Timothy Granfield, Commissioner

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

### Public Comment

None.

### Minutes

The Minutes of the Regular Meeting of January 15, 2013, were presented. Marjorie Briand moved to accept the minutes, seconded by Mark Moeller.

On a roll call vote:

#### Aye

John McCooey  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

#### Nay

None

### **Manifests and Correspondence**

The check manifests were presented. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 016218 through 016364; housing checks numbered 035890 through 036030; Section 8 checks numbered 033539 through 033638 and D006543 through D006628; Addison Place checks numbered 004286 through 004305; and Covered Bridge Manor checks numbered 002820 through 002843.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

**Nay**

None

### **Reports**

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

Report of Executive Director dated February 14, 2013. Jack Buckley discussed his report with the Commissioners. The Executive Director also updated the Board on the proposed acquisition of Addison Place.

Housing Statistics Report for February 2013. May Glovinski reported that there have been no significant changes.

Report of DHA Liaison Officer for February 2013. The written report was presented to the Board. There was no discussion.

Report of Capital Fund Manager for February 2013. Mr. Perry reported that he is in the process of preparing specifications to convert the 29 Union Street property into two affordable housing units once the DHA has acquired the property. The Capital Fund Manager also explained the need to consider abandoning the master gas meter at Mneral Park.

Report of Senior Supportive Services for February 2013. May Glovinski reported that the application for the 2013 ROSS Grant application deadline has been delayed until April 30, 2013.

Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator for February 2013. Commissioner Timothy Granfield asked about the Program goals and disbursement of funds to participants. Both Jack Buckley and May Glovinski gave a brief overview of the FSS Program.

Report of Public Housing FSS (PHFSS) Program Coordinator for February 2013. There were no questions or comments.

Report of Resident Services Coordinator (RSC) for February 2013. Mr. Leno presented his report to the Board. The RSC, May Glovinski, Jack Buckley, and the Commissioners briefly discussed criminal background checks and circumstances that could result in denial of assistance.

Financial Reports. The Budget Comparative for the period ending 12/31/2012 was reviewed by the Board.

Policy Review. The *Procurement Policy* was reviewed by the Board. There were no changes suggested at this time.

On a roll call vote:

Aye

John McCooley

Nay

None

Mark Moeller  
Marjorie Briand  
Timothy Granfield

**Old Business**

There was no old business.

**New Business**

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

**RESOLUTION NO. 2013-02-19-01**

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 15<sup>th</sup> Annual New England Resident Service Coordinators, Inc. Conference in Brewster, MA, May 1-3, 2013.

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

Vice Chair Mark Moeller wished to state for the record that he felt it very important and worthwhile for Board members and staff to receive ongoing training.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller

**Nay**

None

Marjorie Briand  
Timothy Granfield

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

**RESOLUTION NO. 2013-02-19-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Wendy Tenney and Cindi Wiggins are hereby authorized to attend the 2013 Tenmast National User Conference, June 10-12, 2013, at the Hyatt Regency Philadelphia Hotel, Philadelphia, PA and Myra Maurice and Molly Brownell are hereby authorized to attend on July 15-17, 2013 at the Renaissance Vinoy Resort, St. Petersburg, FL.

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  
Marjorie Briand  
Timothy Granfield

**Nay**

None

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

**RESOLUTION NO. 2013-02-19-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to

withdraw the sum of \$1,664.97 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

**Nay**

None

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

**RESOLUTION NO. 2013-02-19-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,737.55 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  
Marjorie Briand  
Timothy Granfield

Nay

None

Chairman McCooley called for a motion to enter Non-Public Session to discuss a personnel matter. Mark Moeller moved, seconded by Marjorie Briand, to enter Non-Public Session.

On a roll call vote:

Aye

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

Nay

None

Regular session recessed and Non-Public Session convened at 1:00 p.m.

Regular session reconvened at 1:30 p.m. on a motion by Marjorie Briand, seconded by Mark Moeller.

Marjorie Briand moved, seconded by Timothy Granfield, for the adoption of the following resolution:

**RESOLUTION NO. 2013-02-19-05**

WHEREAS, Jack Buckley has served as the Executive Director of the Dover Housing Authority since 1979; and

WHEREAS, Jack Buckley has served the Dover Housing Authority

with distinction and professionalism for over 33 years; and

WHEREAS, under Jack Buckley's leadership, the Dover Housing Authority has received numerous national awards and is recognized as one of the top housing authorities in the nation; and

WHEREAS, Jack Buckley began working part time as the Executive Director of the Dover Housing Authority in 2008 in order to spend more time with his family; and

WHEREAS, May Glovinski, the Deputy Director of the Dover Housing Authority has announced her intention to retire on June 30, 2013; and

WHEREAS, Mr. Buckley has advised the Board that it may be in the best long-range interest of the Dover Housing Authority to hire a new full-time Executive Director at this time; and

WHEREAS, although the Board is saddened to lose someone as talented and dedicated as Mr. Buckley, the Board concurs with Mr. Buckley's recommendation that it may be in the best interest of the DHA to hire a full-time Executive Director at this point in time,

NOW, THEREFORE, BE IT RESOLVED, that Jack Buckley and the DHA Board of Commissioners agree that Jack Buckley will resign as Executive Director of the Dover Housing Authority no later than December 31, 2013.

BE IT FURTHER RESOLVED that Jack Buckley and the DHA Board of Commissioners agree that as of July 1, 2013 through December 31, 2013, Mr. Buckley's hours of employment and salary will be increased from an average of 17.5 hours a week to an average of 30 hours a week as a result of the Board's decision not to fill the position of Deputy Director once May Glovinski retires.

BE IT FURTHER RESOLVED that in the event a new Executive

