

## **MINUTES**

Annual Meeting  
Dover Housing Authority  
March 19, 2013  
12:15 p.m.

---

The Commissioners of the Dover Housing Authority held their annual meeting on Tuesday, March 19, at 12:15 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman John McCooley called the meeting to order.

Chairman John McCooley informed the Board of a request from an individual for audio/video recordings of the DHA Board meetings since June 30, 2012, and that the Dover Housing Authority would seek a determination as to whether the Dover Housing Authority is required by state or local laws to audio/video record its meetings.

### **Roll Call**

John McCooley, Chairman  
Mark Moeller, Vice Chair  
Marjorie Briand, Commissioner  
Timothy Granfield, Commissioner

Absent: Barbara Caron, 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; Officer Bobby Joslin, DHA Police Liaison.

### **Public Comment**

None.

### **Minutes**

The Minutes of the Regular Meeting of February 19, 2013, were presented. Marjorie Briand moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

**Aye**

**Nay**

John McCooey  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

None

The Minutes of the Non-Public Session of February 19, 2013, were presented. Marjorie Briand moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

**Aye**

**Nay**

John McCooey  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

None

Mark Moeller informed the Chairman of a time constraint and requested that the order of the agenda be waived so that he could participate in all matters requiring a vote. Chairman McCooey granted this request and also deferred elections of officers to a future meeting when all Board members could be in attendance.

**New Business**

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

**RESOLUTION NO. 2013-03-19-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$7,279.55 from TD Bank, Account No. 9030709046, which is the Housing Choice Voucher Family Self-Sufficiency (FSS) Escrow Account.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

**Nay**

None

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

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

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Change Order No. 3 to the Contract for Services between the Dover Housing Authority and Otis Perry (dba) Green Fields Property Management, dated 9/28/2010 as extended to 9/28/2013, for an amount not to exceed \$23,000, is 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. 2013-03-19-03**

PHA Certifications of Compliance with the PHA Plans and Related Regulations (Form HUD-50077)  
(See PHA Plan for Text)

On a roll call vote:

**Aye**

**Nay**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

None

**Manifests and Correspondence**

The check manifests were presented. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 016365 through 016458; housing checks numbered 036031 through 036122; Section 8 checks numbered 033639 through 033760 and D006629 through D006713; Addison Place checks numbered 004306 through 004315; and Covered Bridge Manor checks numbered 002844 through 002856.

On a roll call vote:

**Aye**

**Nay**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

None

## **Reports**

Marjorie Briand moved to accept the following reports as presented, seconded by Timothy Granfield:

Report of Executive Director dated March 14, 2013. Jack Buckley and the Board discussed personnel changes including the positions of the Executive Director, the Section 8 HCV Aide, and the Section 8 HCV Family Self-Sufficiency Coordinator. Jack Buckley, May Glovinski, and the Commissioners agreed that Michele Roucoulet Ryan should be commended for 14 years of dedicated service as the Section 8 HCV FSS Program Coordinator. The Executive Director informed the Board that Howard Gordon, DHA Accountant, who intended to be present to discuss the sequestration, was unable to attend due to inclement weather. The Board further discussed the Executive Director's report.

Housing Statistics Report for March 2013. Timothy Granfield asked about adding information to the wait list reports to indicate changes over time. Jack Buckley and the Commissioners agreed that comparison reports could indicate variances and should be done quarterly.

Report of DHA Liaison Officer for March 2013. Officer Joslin briefly discussed his report with the Board. The Liaison Officer added that he is planning a presentation on Wednesday, March 27, for the residents of Covered Bridge Manor about how to protect themselves from fraud.

Report of Capital Fund Manager for March 2013. The Board reviewed the report and discussed the Green Physical Needs Assessment required by HUD with Mr. Perry.

Report of Senior Supportive Services for March 2013. The report was reviewed by the Board.

Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator for March 2013. The Commissioners reviewed the report. There were no

questions or comments.

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

Report of Resident Services Coordinator (RSC) for March 2013. Mark Leno briefly discussed his report with the Commissioners and gave an update on the website to be completed with the help of a UNH Intern.

Financial Reports. The Budget Comparative for the period ending 01/31/2013 was reviewed and discussed by the Board.

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

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Marjorie Briand  
Timothy Granfield

**Nay**

None

**Old Business**

There was no old business.

Chairman McCooley called for a motion to enter Non-Public Session to discuss personnel matters. Marjorie Briand moved, seconded by John McCooley, to enter Non-Public session.

On a roll call vote:

**Aye**

**Nay**

