

MINUTES

Regular Meeting
Dover Housing Authority
May 21, 2013
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 21, 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
Barbara Caron, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; Wendy Tenney, Financial Director; Howard Gordon, DHA Accountant; Allan Krans, City Attorney.

Public Comment

None.

Minutes

The Minutes of the Regular Meeting of March 19, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by Marjorie Briand.

On a roll call vote:

Aye

John McCooey

Nay

None

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

The Minutes of the Non-Public Session of March 19, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

The Minutes of the Special Meeting of May 3, 2013, were presented. Mark Moeller moved to accept the minutes, seconded by Timothy Granfield.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by

Marjorie Briand, to approve payroll checks numbered 016459 through 016650; housing checks numbered 036123 through 036372; Section 8 HCV checks numbered 033761 through 034004 and D006714 through D006882; Addison Place checks numbered 004316 through 004354; and Covered Bridge Manor checks numbered 002857 through 002898.

May Glovinski, Jack Buckley, and Wendy Tenney discussed the manifests with the Board.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by Barbara Caron:

Report of Executive Director dated May 16, 2013. Jack Buckley presented his report to the Commissioners. May Glovinski explained the recent Real Estate Assessment Center (REAC) inspections and the new formula being used by HUD. The Commissioners further discussed the Executive Director's report.

Housing Statistics Report for April and May 2013. Jack Buckley pointed out that the trend, as shown on the Housing Wait List, is that the need for affordable housing continues to grow.

Report of DHA Liaison Officer for April and May 2013. The written report was presented to the Board. There was a brief discussion about the report.

Report of Capital Fund Manager for May 2013. There was no report this month.

The Report of Senior Supportive Services, the Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator and the Report of Public Housing FSS (PHFSS) Program Coordinator for May 2013, were presented to the Board. Chairman McCooey reminded the Commissioners of the idea of inviting staff members to Board meetings, and suggested a different person could meet with the Board on a quarterly basis. Mark Moeller also suggested the Commissioners meet with residents at different housing locations and DHA events to stay abreast of what is going on in the DHA Community.

Report of Resident Services Coordinator (RSC) for April and May 2013. The written report was presented to the Board. There were no questions or comments.

Financial Reports. The budget comparative and a draft of the 2014 operating budget were presented. Howard Gordon explained the impact of sequestration on the operating budget. Timothy Granfield and Mark Moeller voiced their support of the Youth Programs at the SOCC and noted the importance the programs have in breaking the cycle of financial dependency. Mark Moeller said there should be "no stone left unturned" to find funding for the SOCC. The Board discussed the budget comparison and draft of the 2014 budget at length.

Policy Review. There was no policy review this month.

Old Business. There was no old business.

New Business

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

RESOLUTION NO. 2013-05-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$9,165.83 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

Nay

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron:

RESOLUTION NO. 2013-05-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,723.01 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
Barbara Caron

Nay

None

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

RESOLUTION NO. 2013-05-21-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that two staff members are hereby authorized to attend Spectrum Seminars 2-day "C3P Tax Credit Certification Seminar" on November 7-8, 2013 in Boston, MA.

BE IT FURTHER RESOLVED, that all expenses related to this training are hereby approved.

On a roll call vote:

Aye

John McCooley

Nay

None

Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

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

RESOLUTION NO. 2013-05-21-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Molly Brownell, Brandi Parker-Brown, and Myra Maurice are hereby authorized to attend the Nan McKay Rent Calculation II Workshop, sponsored by New Hampshire Housing Authorities Corporation (NHHAC), on September 17-18, 2013 in Manchester, NH.

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

Wendy Tenney explained that the New Hampshire Housing Authorities Corporation (NHHAC) was hosting this workshop in an effort to provide quality training to housing authority employees at a reasonable cost. Howard Gordon suggested Mr. Krans attend this workshop as the new Executive Director, and Mr. Krans indicated his desire to do so.

Chairman McCooey requested that Allan Krans' name be added to the resolution.

On a roll call vote on the resolution as amended:

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

Timothy Granfield
Barbara Caron

Mark Moeller moved to adopt the following resolution, seconded by Barbara Caron.

RESOLUTION NO. 2013-05-21-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the *Personnel Policy* is hereby revised as follows:

OFFICE CLOSURE POLICY

On Mondays through Thursdays, the DHA office will follow Dover City Hall closures due to inclement weather or other emergency. If City Hall closes for the day, delays opening, or closes early, the DHA will do the same. The Executive Director may override this protocol and notify employees by text or phone. The DHA answering service will also be notified whenever there is a change from normal business hours.

On Fridays (when Dover City Hall is normally closed for business) the Executive Director will determine the necessity to close the office for the day, delay opening, or close early, for the safety of the employees.

If the DHA office is open but employees cannot make it to work, annual leave must be used. On any day the office is closed for any amount of time due to bad weather, and you were already scheduled to be out, you must use your annual or sick leave as planned.

This policy does not apply to maintenance personnel, as they may be required for emergencies or to perform snow removal or other weather related tasks.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

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

RESOLUTION NO. 2013-05-21-06

WHEREAS, pursuant to a Commitment Letter dated February 28, 2013, issued by TD Bank, N.A. (Lender) to the Dover Housing Authority, Lender has agreed to make a loan to the Dover Housing Authority in the original principal amount of \$148,000 which loan will be evidenced by a promissory note made by the Dover Housing Authority in favor of Lender in the Principal Amount and will be secured by, among other things, a mortgage encumbering that parcel of real property owned by the Dover Housing Authority at 29 Union Street, Dover, New Hampshire, and

WHEREAS, the closing of the real estate and loan transaction pertaining to 29 Union Street took place on April 15, 2013; and

WHEREAS, May Glovinski, Deputy Director of the Dover Housing Authority, signed all closing documents on behalf of the Dover Housing Authority at the closing on April 15, 2013,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the Deputy Director had full authority to sign closing documents on behalf of the Dover Housing Authority and the Loan is hereby approved in all respects.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

Nominations and elections of Officers:

John McCooley informed the Board of his decision to step down as Chairman but to continue to serve on the Housing Authority Board as a Commissioner. He then called for the nomination of officers, whose terms would begin immediately following adjournment of the Board meeting.

Mr. McCooley nominated Marjorie Briand for the position of Chairperson. Timothy Granfield seconded the nomination.

Mark Moeller suggested that the position of Chairperson be rotated annually to give other Commissioners an opportunity to serve in that capacity.

On a roll call vote on the nomination of Marjorie Briand as Chair:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Timothy Granfield
Barbara Caron

None

Timothy Granfield nominated John McCooley for the position of Vice Chairman. Marjorie Briand seconded the nomination.

