

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
February 21, 2012  
12:00 noon

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, February 21, 2012, at 12:00 noon 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 Chairman  
Barbara Caron, Commissioner  
Marjorie Briand, Commissioner

Also present were: May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Otis Perry, Capital Fund Manager; Mark Leno, Resident Services Coordinator; Officer Bobby Joslin, DHA Liaison Officer. Jack Buckley, Executive Director, participated via conference call.

John Pike, Commissioner, was absent.

### **Minutes**

The Minutes of the Regular Meeting of January 17, 2012, were presented. Mark Moeller moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

#### **Aye**

John McCooey  
Mark Moeller  
Barbara Caron  
Marjorie Briand

#### **Nay**

None

**Manifests and Correspondence**

The manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve the manifests as presented: payroll checks numbered 015034 through 015162; housing manifests numbered 034503 through 034647; Section 8 manifest numbered 032050 through 032181 and D005525 through D005613; Addison Place manifest numbered 004039 through 004060; Covered Bridge Manor manifest numbered 002586 through 002606.

On a roll call vote:

**Aye**

**Nay**

John McCooley  
Mark Moeller  
Barbara Caron  
Marjorie Briand

None

A letter from HUD dated December 13, 2011, to the Board Chair that provided guidance on a provision in the Consolidated and Further Continuing Appropriations Act of 2012, was presented. Mark Moeller moved, seconded by Barbara Caron, to accept the letter and place on file. The Deputy Director informed the Commissioners that all housing authorities received a copy of the letter and she also assured the Board that the Dover Housing Authority was in compliance with the regulations outlined in the letter.

On a roll call vote:

**Aye**

**Nay**

John McCooley  
Mark Moeller  
Barbara Caron

None

Marjorie Briand

## **Reports**

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

The Report of Executive and Deputy Directors dated February 16, 2012 was presented. Jack Buckley and May Glovinski discussed the report with the Board.

May Glovinski reported that the grant application for Safety and Security funding to install security cameras and additional lighting in Mineral and Whittier Park had been denied. She explained that the Dover Housing Authority was fortunate to be able to install security cameras at Central Towers as part of the parking lot expansion. She also reported that the 2012 Capital Fund grant was cut by almost 10% from last year's allocation; and in the future, HUD may combine Operating and Capital funds to create a single funding stream.

The Executive Director updated the Board on the Waterfront Development and informed them of an upcoming Cocheco Waterfront Development Advisory Committee meeting on March 20 at the McConnell Center with Dickinson Development.

May Glovinski reminded the Commissioners that Howard Gordon's financial training at the McConnell Center, would be held on March 20 in lieu of the regular Board meeting, and that the Public Hearing on the PHA Plan would be held on the same day at 12:00 noon. The Deputy Director added that at the next regular meeting, April 17, the PHA Annual Plan would be on the agenda for final approval.

The Report of Housing Statistics for February 2012 was presented and reviewed by the Board.

The Report from the DHA Liaison Officer dated February 2012 was presented. Officer Joslin discussed his report with the Board and pointed out that the aggravated felonious sexual assault was an isolated case and no reason for concern for public safety. The DHA Liaison Officer also reported that a minor confessed to committing vandalism (graffiti) on Dover Housing Authority property.

The Capital Fund Manager Report dated February 2012 was presented. Otis Perry informed the Board that the Capital Fund money is being awarded early this year and the final approval will be March 12, 2012; this will give the Housing Authority a “jump start” on construction projects.

The Senior Supportive Services Coordinator Report dated February 2012 dated was presented and reviewed by the Board.

The Family Self-Sufficiency (FSS) Program Report dated February 2012 and the FSS Winter Newsletter were presented and reviewed by the Board.

The Resident Services Coordinator (RSC) Report dated February 2012 was presented. The Commissioners reviewed and discussed the report with Mark Leno. Mr. Leno added that in addition to the efforts made by DHA to educate and alleviate fear in reporting bed bug issues, Atlantic Pest Solutions is partnering with Dover PTA groups to bring more information to the public.

The Budget Comparison as of 12/31/2011 was reviewed by the Commissioners.

The Policy for *Equal Housing Opportunity* was reviewed by the Board. No changes were suggested at this time.

### **Resolutions**

Barbara Caron moved for the adoption of the following resolution,

seconded by Marjorie Briand:

**RESOLUTION NO. 2012-02-21-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$21,209.42 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  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2012-02-21-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the Annual Statement and 5-year Action Plan for the 2012 Capital Fund Program Grant No. NH36P00350112 is hereby approved.

On a roll call vote:

**Aye**

John McCooley  
Mark Moeller  
Barbara Caron  
Marjorie Briand

**Nay**

None

**Miscellaneous**

A thank-you letter from a resident was acknowledged.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

Mark Moeller moved to adjourn, seconded by Barbara Caron. The regular meeting adjourned at 1:05 p.m.

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Chairperson Date

\_\_\_\_\_  
Secretary Date