

MINUTES

Regular Meeting
Dover Housing Authority
April 17, 2012
12:00 noon

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, April 17, 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
John Pike, 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.

Minutes

The Minutes of the Regular Meeting of February 21, 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
John Pike

Nay

None

Manifests and Correspondence

The manifests were presented. John Pike moved, seconded by Mark Moeller, to approve the manifests as presented: payroll checks numbered 015163 through 015387; housing manifests numbered 034648 through 034828; Section 8 manifest numbered 032182 through 032422 and D005614 through D005787; Addison Place manifest numbered 004061 through 004083; Covered Bridge Manor manifest numbered 002607 through 002635.

The Deputy Director reported that the DHA staff has been working with Tenmast to find and correct a computer error that causes a “spoiled check”. May Glovinski went on to report that sporadically a black box appears in the bottom right corner of a check or checks, instead of the signatures; all such checks are automatically voided in the system and cannot be used. A check with the blacked out signature box was presented to the Board as an example.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike (abstain from checks 034711, 034765)

Nay

None

Reports

Barbara Caron moved to accept the following reports as presented, seconded by Marjorie Briand:

The Report of Executive and Deputy Directors dated April 13, 2012 was

presented. Jack Buckley and May Glovinski discussed the report with the Board.

The Executive Director updated the Board on the Waterfront Development. The latest concept plan is due to be presented by Dickinson on May 1, 2012 to the Cocheco Waterfront Development Advisory Committee, Mr. Buckley reported.

The Deputy Director reported HUD selected one of the DHA Asset Management Programs (AMP 3) to be included in a quality control study. Myra Maurice, the Housing Officer for Elderly Public Housing, completed an online survey and will be meeting with a HUD representative on May 2, who will review tenant files and rent calculations; results will be analyzed on a countrywide basis.

May Glovinski reported that the Housing Authority's most recent Public Housing Assessment System (PHAS) score was 2 points short of meeting the "High Performer" status, resulting in the Housing Authority receiving "Standard Performer" status. The Directors and the Capital Fund Manager discussed the score at length with the Commissioners. The Deputy Director recommended that capital fund money be used to address deficiencies and to meet REAC inspection guidelines. Otis Perry explained that the change in status means the HA will not be eligible for "bonus" capital fund money and that dollar amount varies on a yearly basis. May Glovinski stated she is hopeful that the DHA will regain its "High Performer" status next year but after spending much time reviewing HUD's new weighted scoring system with Howard Gordon, appealing this year's score would not be realistic.

May Glovinski reported that the SOCC was not awarded a Community Development Block Grant this year. Otis Perry added that the funds were limited and only 8% can be awarded to social services; local homeless shelters and transitional housing were awarded grant money this year.

Jack Buckley reported that the half-time police officer position at the SOCC may be eliminated since incoming funds continue to decrease. Elimination of this position would have the least impact on DHA safety, the Executive Director explained.

May Glovinski informed the Board that through the Strafford County Community Action Weatherization Program, Niles Park is scheduled for improvements such as additional insulation, stove hoods with ventilation fans, and bathroom fans; and the Housing Authority will only be required to cover the cost of an electrician to make the final connections.

The Deputy Director reported that due to complaints about pollution and noise, the COAST bus stop in front of Waldron Towers may be eliminated. She informed the Board that residents of Waldron Towers will be surveyed about the impact it may have on them, and that the bus stop would not be eliminated until such time as COAST has erected shelters at the nearby Chestnut Street locations. She also added that the Community Action, Hand in Hand, and Care vans would continue to stop at the Waldron Towers entrance.

The Executive Director informed the Board that he was exploring the feasibility of exercising the Dover Housing Authority's right of first refusal to purchase Addison Place at the end of the 15-year period as stated in the original contract with the Addison Place partners. He stated the 15-year period ends in 2013.

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

The Report from the DHA Liaison Officer dated April 2012 was reviewed by the Board.

The Capital Fund Manager Report for April 2012 was presented to the Commissioners. Otis Perry discussed the resolution to reject the bids for the Nurse Call System at Niles Park and the new plans to simplify the

project to stay within budget.

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

The Section 8 HCV Family Self-Sufficiency Coordinator Report dated April 2012 was presented and reviewed by the Board.

The Public Housing Family Self-Sufficiency Coordinator Report for April 2012 was presented. May Glovinski reported, Cyndi Miller, Program Coordinator, has been networking with various agencies and has been using innovative ideas for recruitment.

The Resident Services Coordinator (RSC) Report dated March was presented to the Board.

The Budget Comparison as of 2/29/2012 was reviewed by the Commissioners. The TD Bank Account Balance Report as of 3/31/2012 and the Edward Jones Statement for 3/31/2012 were also reviewed.

The Policy for *Rules & Regulations for Companion Pets in Elderly Housing* was reviewed by the Board. No changes were suggested at this time.

Resolutions

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

RESOLUTION NO. 2012-04-17-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the results of the email poll conducted on April 3, 2012, requesting authorization to reject the bids received on February 24, 2012, for the Replacement of Nurse Call System at Niles Park

and Union Court are hereby approved, ratified and confirmed.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

None

Mark Moeller moved for the adoption of the following resolution, seconded by John Pike:

RESOLUTION NO. 2012-04-17-02

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
Barbara Caron
Marjorie Briand
John Pike

None

Mark Moeller moved for the adoption of the following resolution, seconded by John Pike:

RESOLUTION NO. 2012-04-17-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revision to the *Family Pet Policy* is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

Nay

None

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

RESOLUTION NO. 2012-04-17-04

WHEREAS, a Notice of Funding Availability (NOFA) for the **Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** grant was published in the Federal Register on February 16, 2012; and

WHEREAS, the Dover Housing Authority has successfully operated the HCV FSS Program for the past 13 years and has disbursed over \$135,000 in escrow funds to eligible program participants; and

WHEREAS, the Dover Housing Authority intends to continue operating the HCV FSS Program by applying for funding for the FSS Program Coordinator's salary; and

WHEREAS, the deadline for submission of this grant application is April 24, 2012,

NOW THEREFORE BE IT RESOLVED that the Commissioners of the Dover Housing Authority support and approve the submission of a grant application for **Section 8 HCV Family Self-Sufficiency (HCV FSS) Program Coordinator** funding in accordance with the requirements of the NOFA published on February 16, 2012.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand
John Pike

Nay

None

Miscellaneous

HUD closeout documents for 2008 and 2009 Capital Funds were reviewed by the Commissioners.

Several *Foster's* articles were reviewed by the Board.

Old Business

There was no old business.

New Business

