

MINUTES

Regular Meeting
Dover Housing Authority
January 15, 2013
12:05 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, January 15, at 12:05 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman John McCooley called the meeting to order.

Roll Call

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

Also present were: May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; Officer Bobby Joslin, DHA Liaison Officer; Mark Leno, Resident Service Coordinator; Kathy Noel, Administrative Assistant; Allan Krans, City Attorney.

Public Comment

None.

Minutes

The Minutes of the Regular Meeting of December 18, 2012, were presented. Mark Moeller moved to accept the minutes, seconded by Marjorie Briand.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand

Nay

None

The Minutes of the Non-Public Session of December 18, 2012 were presented. Marjorie Briand moved to accept the minutes, seconded by Mark Moeller.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand

Nay

None

Manifests and Correspondence

The check manifests were presented. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 016137 through 016217; housing checks numbered 035778 through 035889; Section 8 checks numbered 033430 through 033538 and D006457 through D006542; Addison Place checks numbered 004249 through 004285; and Covered Bridge Manor checks numbered 002803 through 002819.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand

Nay

None

Reports

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

Report of Executive Director dated January 11, 2013. The Deputy Director presented the report to the Board. May Glovinski presented background information on a non-profit group "Families in Transition" that approached the DHA with a request to be a "pass-through" agency for proposed grant funds. The agency anticipates receiving HUD funds for a Permanent Supportive Housing Program for homeless or at-risk of homelessness women and women with children in Dover.

Housing Statistics Report for January 2013. Mark Leno reported that Atlantic Pest Solutions is now using steam when appropriate as an alternative to treat bed bugs.

Report of DHA Liaison Officer for January 2013. The DHA Liaison Officer reported that scams targeting the elderly population have been on the rise. Officer Joslin reported that on January 16 and January 23, he will conduct presentations to the DHA seniors on how to protect themselves against fraud.

Report of Capital Fund Manager for January 2013. Mr. Perry reported that all of the 2012 Capital Funds were obligated and we were awaiting announcement of the 2013 Capital Fund Program award.

Report of Senior Supportive Services for January 2013. May Glovinski reported the Notice of Funding Availability (NOFA) for the 2013 ROSS Grant was just published with an application deadline of February 19. She informed the Board that this grant has funded Cathryn Conway-Dorr's position of Senior Supportive Services Coordinator and that the DHA will be eligible to apply as a "renewal" agency in this funding round.

Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator for January 2013. There was no discussion.

Report of Public Housing FSS (PHFSS) Program Coordinator for January 2013. There was no discussion.

Report of Resident Services Coordinator (RSC) for January 2013. Mark Leno presented his report to the Board. There were no questions or comments.

Financial Reports. The Budget Comparative for the period ending 11/31/2012 and the December 2012 TD Bank Account Balance Report was reviewed.

Policy Review. The *Investment 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

Nay

None

Old Business

There was no old business.

New Business

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

RESOLUTION NO. 2013-01-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Brandi Parker-Brown is hereby authorized to attend the Granite State Managers Association Tax Credit Update Training being held on March 12, 2013 in Concord, NH.

