

MINUTES

Regular Meeting
Dover Housing Authority
December 19, 2006
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, December 19, 2006, at 12:20 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chairman; Barbara Caron, Vice Chair; Marjorie Briand, Commissioner; and Mark Moeller, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; DHA Liaison Officers Mark Leno and Joe Caproni; and May Glovinski, Deputy Director.

Meet the Staff

Kathy Zaleski and Linda Blough joined the meeting and introduced themselves to the Board members. They gave a brief overview of their responsibilities as Housing Officers. Kathy handles all 124 public housing families and Linda is responsible for 300 elderly and/or disabled residents, which include those at Covered Bridge Manor. Both perform all occupancy related tasks beginning with the application and move-in stage and ending with move-out. Kathy and Linda left the meeting after their presentations.

Minutes

The minutes of the regular meeting of November 20, 2006, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes as presented. All were in favor.

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 010490 through 010547; housing checks numbered 027498 through 027590; Section 8 checks numbered 024141 through 024260, and Section 8 Direct Deposit transactions D01156 through D01210; Addison Place checks numbered 002692 through 002710; and Covered Bridge Manor checks numbered 001467 through 001481.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Reports

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

- Report of the Executive Director dated December 15, 2006. The Executive Director reviewed his report with the Board and held a lengthy discussion on the status of the Waterfront project. John McCooley commended the volunteers on the Cochecho Waterfront Development Advisory Committee for putting forth so much effort to promote this project.
- Report of Housing Statistics for the Month of November, 2006. The Board reviewed and discussed the report. May Glovinski informed the Board that the format of this report would be changing. More detailed reports generated by the housing software program will replace the current report. No action was necessary.
- Report from DHA Liaison Officer for the Month of November, 2006. The Board reviewed the report at length with Officers Mark Leno and Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated December 13, 2006. The Board reviewed and discussed the report with Otis Perry. Otis updated the Board on the feasibility study underway at Bois Terrace regarding the addition of low-income housing tax credit units. No action was necessary.
- Report of Senior Supportive Services Coordinator dated December, 2006. The Board reviewed and discussed the report. No action was necessary.

- Family Self-Sufficiency Program Report dated December, 2006. The Board reviewed and discussed the report. No action was necessary.
- Financial Reports. The Public Housing and Section 8 budget comparative statements for the period ended October 31, 2006 were presented. The Board reviewed the reports and no action was necessary.
- Policy Review. The Board reviewed the *Bannings and Trespass Policy*. No changes were recommended at this time.

On a roll call vote to accept the reports as presented:

Aye

John McCooey
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Resolutions

Barbara Caron moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-11-20-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,350.00 in security deposits and \$48.35 in interest, for a total of \$1,398.35 from TD Banknorth Account No. 9730295791, which is a depository of security deposit funds.

BE IT FURTHER RESOLVED, that the funds withdrawn will be refunded to eligible individuals or applied to appropriate accounts, in accordance with the Housing Statistics Report dated October 31, 2006.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Miscellaneous

None.

Old Business

There was no old business.

New Business

Because of schedule conflicts, the Board discussed the next regular meeting date and agreed to meet in regular session on January 30, 2007.

Adjournment

Marjorie Briand moved to adjourn, seconded by Mark Moeller. Regular session adjourned at 1:20 p.m.

Chairman

Date

Secretary

Date