

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
March 27, 2007  
12:15 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, March 27, 2007, at 12:15 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; Mark Moeller, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; DHA Liaison Officer Joe Caproni; May Glovinski, Deputy Director. John Pike was absent.

### **Minutes**

The minutes of the regular meeting of February 20, 2007, were presented. Mark Moeller moved, seconded by Marjorie Briand, 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 010682 through 010771; housing checks numbered 027821 through 027939; Section 8 checks numbered 024481 through 024596, and Section 8 Direct Deposit transactions D01317 through D01369; Addison Place checks numbered 002757 through 002775; and Covered Bridge Manor checks numbered 001515 through 001531.

On a roll call vote:

#### **Aye**

John McCooey  
Barbara Caron  
Marjorie Briand  
Mark Moeller

#### **Nay**

None

**Reports**

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

- Report of the Executive Director dated March 22, 2007. The Executive Director discussed his report with the Board. He held a lengthy discussion regarding the next steps in the negotiations with Dickinson Development.
- Report of Housing Statistics for the Month of February, 2007. The Commissioners reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the Month of February, 2007. Officer Caproni discussed the report with the Commissioners and no action was necessary.
- Report of Capital Fund Manager dated March 18, 2007. The Board reviewed and discussed the report with Otis Perry. No action was necessary.
- Report of Senior Supportive Services Coordinator dated March, 2007. The Board reviewed and discussed the report. No action was necessary.
- Family Self-Sufficiency Program Report dated March, 2007. 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 February 28, 2007, were presented. The Board reviewed the reports and no action was necessary.
- Policy Review. The Board reviewed the *Pest Control Policy*. No changes were suggested.

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

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Aye

John McCooley  
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. 2007-03-27-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,150.00 in security deposits and \$58.05 in interest, for a total of \$1,208.05 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 Dover Housing Authority Security Deposit Policy.

On a roll call vote:

Aye

John McCooley  
Barbara Caron  
Marjorie Briand  
Mark Moeller

Nay

None

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

**RESOLUTION NO. 2007-03-27-02**

Acceptance and Allocation of Supplemental Funds  
under the Capital Fund Program (CFP)  
Budget NH36P00350106

WHEREAS, the US Department of HUD has notified the Dover Housing Authority that it will receive a supplemental allocation of \$51,524 under the Capital Fund Program 2006 budget year; and,

WHEREAS, the DHA wishes to accept those funds and add them to already approved CFP Budget NH36P00350106,

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority that the Executive Director is authorized to accept these funds and allocate them in the CFP Budget as follows:

Account 1460 Central Towers Balcony repairs	\$34,524
Account 1460 Waldron Towers Balcony Doors	\$10,000
Account 1470 Niles Park Community Center	\$7,000

On a roll call vote:

Aye

Nay

John McCooey  
Barbara Caron  
Marjorie Briand  
Mark Moeller

None

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

**RESOLUTION NO. 2007-03-27-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,188.03 from TD Banknorth, T.A., Account No. 9030709046, which is the Section 8 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 McCooey  
Barbara Caron  
Marjorie Briand  
Mark Moeller

None

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

**RESOLUTION NO. 2007-03-27-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,064.22 from TD Banknorth, T.A., Account No. 9030709046, which is the Section 8 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  
Barbara Caron  
Marjorie Briand  
Mark Moeller

None

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

**RESOLUTION NO. 2007-03-27-05**

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised **Key Policy**, as attached. (See Resolution Book for text).

On a roll call vote:

Aye

Nay

John McCooley  
Barbara Caron  
Marjorie Briand  
Mark Moeller

None

**Miscellaneous**

The Commissioners reviewed newspaper articles, a thank you note and an invitation to the Riverside Rest Home golf tournament.

**Old Business**

There was no old business.

**New Business**

The Executive Director reminded the Commissioners that the next regular meeting would be held on April 10<sup>th</sup>, the same day as the Public Hearing on the Annual Plan.

**Adjournment**

Mark Moeller moved for adjournment, seconded by Barbara Caron. The meeting adjourned at 12:45 p.m.

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Chairman Date

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Secretary Date