

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
January 30, 2007  
12:35 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, January 30, 2007, at 12:35 p.m. at the Dover Housing Authority office. The Vice Chair called the meeting to order. Those present were: Barbara Caron, Vice Chair; Marjorie Briand, Commissioner; and John Pike, Commissioner. Also present were: Jack Buckley, Executive Director; DHA Liaison Officer Mark Leno; Howard Gordon, Accountant; Otis Perry, Capital Fund Manager; Attorney Chris Wyskiel; and May Glovinski, Deputy Director. Attorney Mark Moeller arrived later in the meeting, at which time Marjorie Briand left.

### **Minutes**

The minutes of the regular meeting of December 19, 2006, were presented. Marjorie Briand moved, seconded by John Pike, to accept the minutes as presented. All were in favor.

The Vice Chair waived the order of the agenda to accommodate Otis Perry who had to leave early. Otis updated the Board with recent events surrounding the damage to the Niles Park community center due to a frozen pipe that burst in the ceiling. Otis also reported that the heating project at Niles Park was complete, but the oil tanks would be removed in the spring. He reported that Hammer, Kiefer & Todd was the architectural firm who would be dealing with the repairs to the Central Towers balconies. He left the meeting immediately following this discussion.

### **Meet the Staff**

Myra Maurice and Barbara Whitehouse joined the meeting, introduced themselves to the Board members and gave a brief overview of their responsibilities. Among her many other duties, Barbara Whitehouse is a Secretary/Receptionist who is primarily responsible for answering the phone, greeting and assisting clients, and processing applications for housing. Myra Maurice is one of four Housing Officers. Myra manages Addison Place, which is a Low-Income Housing Tax Credit Program of 45 units. Myra is also one of three staff members with tax credit certification. In addition to these 45 units, Myra assists Joyce Luvisi with the administration of approximately 345 Section 8 Housing Choice Vouchers. Barbara and Myra left the meeting after their presentations.

The Vice Chair then moved to the DHA Liaison Officer's Report, as Officer Leno was needed elsewhere. Officer Leno discussed the annual crime statistics which showed an overall decrease in juvenile crime within the DHA neighborhood. The Board complimented Mark Leno and Joe Caproni on their dedication to our residents.

The Vice Chair then invited Dickinson Development's attorney, Chris Wyskiel, to make his presentation to the Board regarding Dickinson's status on the waterfront development. Attorney Mark Moeller arrived at the meeting during the presentation.

Attorney Wyskiel began by reviewing the DHA's authority under RSA 205. He explained that a term sheet, or contract outline, was currently being negotiated among the parties and that this term sheet, when approved, will become a binding agreement throughout the development. He explained that another step in the process would be a Land Disposition Agreement (LDA) which spells out the terms of the transfer of land, etc. Attorney Wyskiel continued with a lengthy presentation including visual displays showing Dickinson's most recent proposal. He also answered many questions from the Board members regarding the proposed waterfront development, including questions about the pump station site and the odor problem. The Board thanked Attorney Wyskiel for his elaborate presentation.

### **Manifests and Correspondence**

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by John Pike, to approve payroll checks numbered 010548 through 010638; housing checks numbered 027591 through 027740; Section 8 checks numbered 024261 through 024376, and Section 8 Direct Deposit transactions D01211 through D01264; Addison Place checks numbered 002711 through 002739; and Covered Bridge Manor checks numbered 001482 through 001503.

On a roll call vote:

Aye  
Barbara Caron  
Mark Moeller  
John Pike

Nay  
None

**Reports**

Mark Moeller moved to accept the following reports as presented, seconded by John Pike:

- Report of the Executive Director dated January 26, 2007. The Executive welcomed new Board member, John Pike. The Executive Director reviewed his report with the Board and no action was necessary.
- Report of Housing Statistics for the Month of December, 2006. The Board reviewed the new reports that were presented. No action was necessary.
- Report from DHA Liaison Officer for the Month of December, 2006. The Board reviewed the report with Officer Mark Leno previously during the meeting. No action was necessary.
- Report of Capital Fund Manager dated January 14, 2007. The Board reviewed and discussed the report with Otis Perry previously during the meeting. No action was necessary.
- Report of Senior Supportive Services Coordinator dated January, 2007. The Board reviewed and discussed the report. No action was necessary.
- Family Self-Sufficiency Program Report dated January, 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 November 30, 2006 were presented. The Quarterly Investment Report for the period through December 31, 2006 was also presented. The Board reviewed the reports and no action was necessary.
- Policy Review. There was no policy review this month.

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

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Aye

Barbara Caron  
Mark Moeller  
John Pike

Nay

None

**Resolutions**

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

**RESOLUTION NO. 2007-01-30-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$400.00 in security deposits and \$20.49 in interest, for a total of \$420.49 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 Lease and Security Deposit Policy.

On a roll call vote:

Aye

Barbara Caron  
Mark Moeller  
John Pike

Nay

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

**RESOLUTION NO. 2007-01-30-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the **Rent Collection Policy** is hereby revised as follows:

Delete:

“On-site rental collections will be offered one day each month at the housing sites for senior citizens.”

And insert in its place:

Rent payments may also be placed in the locked boxes located at Niles Park, Central Towers, Waldron Towers and St John’s.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
John Pike

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

**RESOLUTION NO. 2007-01-30-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,928.67 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:

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Aye

Barbara Caron  
Mark Moeller  
John Pike

Nay

None

**Miscellaneous**

The Commissioners reviewed miscellaneous newspaper articles on the Cochecho Waterfront.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

Mark Moeller moved for adjournment, seconded by John Pike. The meeting adjourned at 2:30 p.m.

\_\_\_\_\_  
Chairman

\_\_\_\_\_  
Date

\_\_\_\_\_  
Secretary

\_\_\_\_\_  
Date