

## MINUTES

Regular Meeting  
Dover Housing Authority  
January 20, 2009  
12:15 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, January 20, 2009, at 12:15 p.m. at 4 Tolend Road, Dover, NH. The Vice Chair called the meeting to order.

### Roll Call

Barbara Caron, Vice Chair  
Marjorie Briand, Commissioner  
John Pike, Commissioner  
Mark Moeller, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; Otis Perry, DHA Capital Fund Manager; Howard Gordon, Accountant; DHA Liaison Officers Mark Leno and Ben Lilyestrom.

### Minutes

The minutes of the regular meeting of December 16, 2008, were presented. Marjorie Briand moved, seconded by John Pike, to accept the minutes.

On a roll call vote:

#### Aye

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

#### Nay

None

### 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 012101 through 012207; housing checks numbered 030122 through 030221; Section 8 checks numbered 027134 through 027252, and Section 8 Direct Deposit transactions D02601 through D02664; Addison Place checks

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numbered 003221 through 003238; Covered Bridge Manor checks numbered 001892 through 001909.

On a roll call vote:

**Aye**

Barbara Caron  
Marjorie Briand  
John Pike (except Checks 030135, 030169 and 030191, abstained)  
Mark Moeller

**Nay**

None

**Reports**

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

- Report of the Executive Director dated January 15, 2009. The Executive Director discussed his report with the Board, and informed them of the next CWDAC meeting on February 3<sup>rd</sup> to discuss the pedestrian bridge. He also discussed the shortage of parking at Central Towers as well as the problems encountered during the recent ice storm. Mark Moeller raised the concern of residents remaining in the buildings despite the power outage.
- Report of Housing Statistics for the Month of December, 2008. The Commissioners reviewed the monthly housing statistics.
- Reports from DHA Liaison Officer for the Months of November and December 2008. Officer Leno discussed his reports with the Board which included the crime statistics for 2008. Officer Lilyestrom reported on the success of the programs he was facilitating at the Seymour Osman Community Center.
- Report of Capital Fund Manager dated January 15, 2009. Otis Perry discussed his report with the Board and answered questions from Commissioners relating to the status of Ameresco's proposed energy services contract. Mr. Perry

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advised the Board that the DHA may proceed with an RFP for the services of another energy management company.

- o Senior Supportive Services Coordinator Report dated January 2009. The Board reviewed and discussed the monthly report.
- o Family Self-Sufficiency Program Report dated January 2009. The Board reviewed and discussed the monthly report.
- o Financial Reports. Howard Gordon discussed the 11/30/2008 budget comparison and the 12/31/2008 quarterly investment report with the Board.
- o Policy Review. The Board reviewed changes to the Section 8 Administrative Plan and Public Housing Admissions and Continued Occupancy Policy that became effective with recent changes in HUD regulations.

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

**Aye**

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2009-01-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$700.00 in security deposits and \$36.96 in interest, for a total of \$736.96 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**

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

**Nay**

None

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

**RESOLUTION NO. 2009-01-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that May Glovinski is hereby authorized to attend the New England Regional Council of NAHRO 2009 Mid-Winter Conference on February 3, 2009, at the Sheraton Harborside Hotel & Conference Center in Portsmouth, NH.

BE IT FURTHER RESOLVED, that all expenses in connection with her attendance at this conference are hereby approved.

On a roll call vote:

**Aye**

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

**Nay**

None

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

**RESOLUTION NO. 2009-01-20-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance & Evaluation Report for Capital Fund Program Grant No. NH36P00350106 is hereby approved for submission to HUD.

On a roll call vote:

**Aye**

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

**Nay**

None

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

**RESOLUTION NO. 2009-01-20-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Final Performance and Evaluation Report for the Capital Fund Program Grant No. NH36P00350107 is hereby approved.

On a roll call vote:

**Aye**

Barbara Caron  
Marjorie Briand  
John Pike  
Mark Moeller

**Nay**

None

**Miscellaneous**

There was no miscellaneous information on the agenda.

**Old Business**


There was no old business.

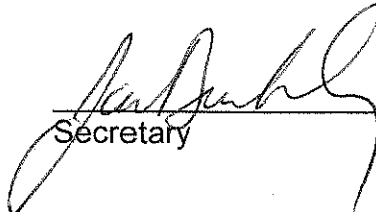
**New Business**

There was no new business.

**Adjournment**

The meeting adjourned at 1:08 p.m. on a motion by John Pike, seconded by Marjorie Briand.

  
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Vice Chair 02/17/09  
Date

  
\_\_\_\_\_  
Secretary 02/17/09  
Date