

## MINUTES

Regular Meeting  
Dover Housing Authority  
November 18, 2008  
12:15 p.m.

---

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, November 18, 2008, at 12:15 p.m. at 4 Tolend Road, Dover, NH. The Chairman called the meeting to order.

### Roll Call

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

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

### Minutes

The minutes of the regular meeting of October 21, 2008, were presented. Mark Moeller moved, seconded by John Pike, to accept the minutes.

On a roll call vote:

#### Aye

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

#### Nay

None

### Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Marjorie Briand moved, seconded by Mark Moeller, to

**Minutes**  
**Dover Housing Authority**  
**November 18, 2008**  
**Page 2 of 6**

---

approve payroll checks numbered 011960 through 012015; housing checks numbered 029912 through 030009; Section 8 checks numbered 026887 through 027012, and Section 8 Direct Deposit transactions D02483 through D02539; Addison Place checks numbered 003201 through 003220; Covered Bridge Manor checks numbered 001865 through 001877.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Reports**

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

- Report of the Executive Director dated November 13, 2008. The Executive Director discussed his report with the Board, and informed them of the recent City Council vote in favor of funding the new Washington Street vehicular bridge as part of the Waterfront Development. He also informed them that he would be presenting the final design guidelines for approval at the next Board meeting. Commissioner Briand asked about the status of the odor problem from the city sewer lift station. The Executive Director explained that the city had already budgeted and committed the funding for the remediation of that problem, and Otis Perry added that the plans for that work were 90 percent complete with bids most likely to be advertised in the spring.
- Report of Housing Statistics for the Month of October, 2008. The Commissioners reviewed the monthly housing statistics.

**Minutes**  
**Dover Housing Authority**  
**November 18, 2008**  
**Page 3 of 6**

---

- Report from DHA Liaison Officer for the Month of October, 2008. Officer Leno gave a brief recap of his report to the Board and added that the police department was able to locate a felon due to the background checks that are part of the DHA application process.
- Report of Capital Fund Manager dated November 13, 2008. Otis Perry discussed his report with the Board.
- Senior Supportive Services Coordinator Report dated November, 2008. The Board reviewed the monthly report and asked the Executive Director to look into the Dover Housing Authority's liability for programs offered to senior residents such as exercise, Reiki, etc.
- Family Self-Sufficiency Program Report dated November, 2008. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the updated investment report for the period ended 10/31/2008. The report had been updated to reflect the new law which raised the FDIC limit from \$100,000 to \$250,000.
- Policy Review. There was no Policy Review this month.

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

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2008-11-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,050.00 in security deposits and \$73.43 in interest, for a total of \$1,123.43 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 McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2008-11-18-02**

WHEREAS, bids were advertised for **Heat Convector Replacement at Whittier Park** under the Capital Fund Program; and

WHEREAS, 3 bids were received at the bid opening at 9 a.m. on Friday, November 14, 2008; and

WHEREAS, Glover Plumbing & Heating of Barrington, NH, was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Heat Convector Replacement at Whittier Park is

**Minutes**  
**Dover Housing Authority**  
**November 18, 2008**  
**Page 5 of 6**

---

hereby awarded to Glover Plumbing & Heating, in the amount of \$135,485, subject to receipt of 100% performance and payment security.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2008-11-18-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2009 Commissioners' Conference, January 25-28, 2009, in San Diego, California.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Miscellaneous**

The Commissioners received an invitation to the grand opening of Liberty North End fire Station.

The Commissioners received a copy of a thank you letter from the New Hampshire Housing Authorities Corporation for the DHA sponsorship at the Tri-State Housing Conference Golf Tournament.

**Old Business**

There was no old business.

**New Business**

There was no new business.

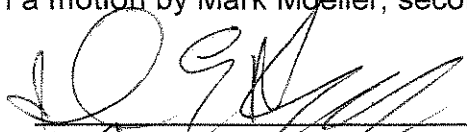

Barbara Caron moved to recess regular session, seconded by Mark Moeller. All in favor. Regular session recessed at 1:15 p.m.

Regular session reconvened at 1:40 p.m. on a motion by Barbara Caron, seconded by Mark Moeller.

The Board requested that a Commissioner workshop be scheduled in the spring to discuss long-range goals of the housing authority.

**Adjournment**

The meeting adjourned at 1:45 p.m. on a motion by Mark Moeller, seconded by Barbara Caron.

	12.16.08
Chairman	Date
	12.16.08
Secretary	Date

**MINUTES**

Executive Session  
Dover Housing Authority  
November 18, 2008  
1:15 p.m.

---

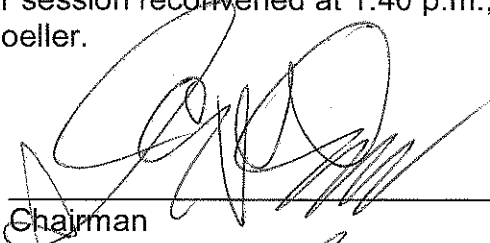
The Commissioners of the Dover Housing Authority met in executive session on Tuesday, November 18, 2008, at 1:15 p.m., at 4 Tolend Road, Dover, NH. The Chairman called the meeting to order.

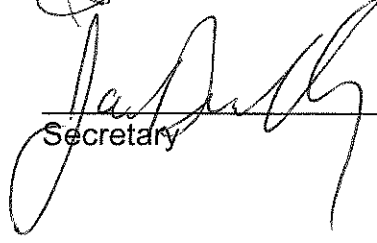
**Roll Call**

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

The Board discussed the Executive Director's performance evaluation.

Executive session adjourned and regular session reconvened at 1:40 p.m., on a motion by Barbara Caron, seconded by Mark Moeller.

  
\_\_\_\_\_  
Chairman 12-16-08  
Date

  
\_\_\_\_\_  
Secretary 12-16-08  
Date