

MINUTES

Regular Meeting
Dover Housing Authority
September 18, 2008
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Thursday, September 18, 2008, at 12:20 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

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; DHA Liaison Officers Mark Leno and Joe Caproni.

Commissioner Briand was absent.

Minutes

The minutes of the regular meeting of August 19, 2008, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

Aye

John McCooey
John Pike
Barbara Caron

Nay

None

Abstain

Mark Moeller

(Mark Moeller abstained because he was not present at the August 19th meeting)

Discussion of the minutes of a previous meeting ensued. John Pike moved, seconded by Barbara Caron, to amend the minutes of the regular meeting of July 15, 2008, to insert the words "part time" before the words "at a reduced salary" in the paragraph

under New Business. All were in favor of amending the minutes.

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 011848 through 011876; housing checks numbered 029685 through 029766; Section 8 checks numbered 026649 through 026765, and Section 8 Direct Deposit transactions D02365 through D02423; Addison Place checks numbered 003142 through 003168; Covered Bridge Manor checks numbered 001830 through 001845.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike (except Check No. 029705, Abstain)
Mark Moeller

Nay

None

Reports

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

- o Report of the Executive Director dated September 12, 2008. The Executive Director discussed the report with the Board, in particular, the schedule for the public hearings on the proposed design standards for the development of the Waterfront and the new traffic pattern and parking on Henry Law Avenue.
- o Report of Housing Statistics for the Month of August, 2008. The Commissioners reviewed the monthly housing statistics.
- o Report from DHA Liaison Officer for the Month of August, 2008. Officer Leno gave a brief recap of his report to the Board. He also informed the Board that he

had begun researching the history of the Dover Housing Authority and would be conducting interviews and taking pictures as part of this project. Officer Caproni spoke again about his transition to the Mounted Patrol and Officer Ben Lilyestrom's move to the Seymour Osman Community Center. Officer Caproni handed out "Save the Date" reminders to the Board for the upcoming Dover Mounted Police Dinner and Auction fundraiser. Mark Moeller moved, seconded by John Pike that the DHA contribute to the fundraiser by purchasing a table for 8 in the amount of \$500. All were in favor.

- o Report of Capital Fund Manager dated September 10, 2008. The Board reviewed and discussed Otis Perry's report.
- o Senior Supportive Services Coordinator Report dated September, 2008. The Board reviewed the monthly report.
- o Family Self-Sufficiency Program Report dated September, 2008. The Board reviewed the monthly report.
- o Financial Reports. There was no Financial Report this month.
- o 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
John Pike
Mark Moeller

Nay

None

Resolutions

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

RESOLUTION NO. 2008-09-18-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$150.00 in security deposits and \$12.08 in interest, for a total of \$162.08 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
John Pike
Mark Moeller

Nay

None

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

RESOLUTION NO. 2008-09-18-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Administrative Assistant* is hereby approved, and shall become part of the Personnel Policy.

On a roll call vote:

Aye

John McCooey
Barbara Caron

Nay

None

John Pike
Mark Moeller

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

RESOLUTION NO. 2008-09-18-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Deputy Director* is hereby approved, and shall become part of the Personnel Policy.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike
Mark Moeller

Nay

None

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

RESOLUTION NO. 2008-09-18-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350108, is hereby approved.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike

Nay

None

Mark Moeller

Miscellaneous

The Board read a letter from Wentworth-Douglass Hospital thanking the Dover Housing Authority for its support and sponsorship of the 2008 Pete Gabarro Memorial Golf Classic.

Old Business


There was no old business.

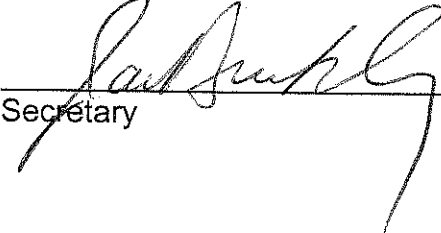
New Business

There was no new business.

Adjournment

Barbara Caron moved for adjournment, seconded by Mark Moeller. All were in favor. The regular meeting adjourned at 1:25 p.m.


Chairman 10/21/08
Date


Secretary 10/21/08
Date