

MINUTES

Regular Meeting
Dover Housing Authority
July 15, 2008
12:25 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, July 15, 2008, at 12:25 p.m. at the new meeting location 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
Marjorie Briand, Commissioner
John Pike, Commissioner

Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; May Glovinski, Deputy Director.

Minutes

The minutes of the regular meeting of June 24, 2008, were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes as presented.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

Abstain

Barbara Caron
John Pike

(Barbara Caron and John Pike abstained because they were absent from the meeting of June 24, 2008.)

Manifests and Correspondence

Minutes
Dover Housing Authority
July 15, 2008
Page 2 of 7

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 011705 through 011762; housing checks numbered 029437 through 029537; Section 8 checks numbered 026411 through 026526, and Section 8 Direct Deposit transactions D02242 through D02302; Addison Place checks numbered 003112 through 003126; Covered Bridge Manor checks numbered 001796 through 001809.

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike (except Check No. 029483, Abstain)
Mark Moeller
Marjorie Briand

Nay

None

Reports

Barbara Caron moved to accept the following reports as presented, seconded by Mark Moeller:

- o Report of the Executive Director dated July 10, 2008. The Executive Director discussed his report at length with the Board and updated the Commissioners on the status of the Waterfront development. He informed them that the Advisory Committee had completed their work on the new design standards which would be scheduled for a public hearing in September. He also informed them of the planned change in the traffic pattern on Henry Law Avenue from 2-way to one-way from Central Avenue to George Street, which will allow for more parking along Henry Law Avenue.
- o Report of Housing Statistics for the Month of June, 2008. The Commissioners reviewed the monthly housing statistics.

Minutes
Dover Housing Authority
July 15, 2008
Page 3 of 7

- Report from DHA Liaison Officer for the Month of June, 2008. The Board reviewed Officer Leno's report. The Executive Director informed the Board that Officer Joe Caproni was being transferred full time to the Mounted Patrol unit and that Officer Ben Lilyestrom would be replacing Joe at the SOCC. Commissioner Moeller wished to acknowledge Officer Caproni's service to the DHA and SOCC and asked the Executive Director to think of an appropriate way to thank him. The other Commissioners agreed with Mark Moeller's request.
- Report of Capital Fund Manager dated July 15, 2008. Otis Perry presented his written report to the Board. He informed the Commissioners that the balcony work at Central Towers was taking longer than anticipated due to weather related problems and the fact that the project was more complicated than originally anticipated. Otis said the revised completion date was between August 15th and September 1st barring any other problems.
- Senior Supportive Services Coordinator Report. No report this month.
- Family Self-Sufficiency Program Report dated July 2008. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for the period ended 05/31/2008, along with the quarterly investment report for the period ended June 30, 2008.
- 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
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2008-07-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$250.00 in security deposits and \$42.26 in interest, for a total of \$292.26 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
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-07-15-02

WHEREAS, the Dover Housing Authority requested proposals for auditing services for fiscal years ending June 30, 2008, 2009 and 2010; and

WHEREAS, 2 proposals were received by the deadline of June 27, 2008; and

WHEREAS, based on the rating criteria used to score the proposals and the recommendation of Howard Gordon, Accountant, the Executive Director is recommending accepting the proposal from the firm of Otis/Atwell which has performed auditing services for the Dover Housing Authority in previous years and is qualified to audit housing authority financial statements in accordance with Generally Accepted Accounting Principles,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to award the contract for audit services for the periods ending 06/30/2008, 06/30/2009 and 06/30/2010 to Otis/Atwell, Certified Public Accountants, South Portland, ME, in the amount of \$14,000 for the first year \$14,400 for the second year, and \$14,800 for the third year.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-07-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$6,135.70 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

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

There was no miscellaneous information this month.

Old Business

There was no old business.

New Business

There was no new business.


John Pike moved, seconded by Mark Moeller, to enter Executive session to discuss a personnel matter. All were in favor. Regular session recessed at 12:50 p.m.

Regular session reconvened at 1:20 p.m. The Board voted unanimously to accept the Executive Director's proposal to work part time at a reduced salary, beginning September 1, 2008, as outlined in the attached memo to John McCooey dated June 20, 2008.

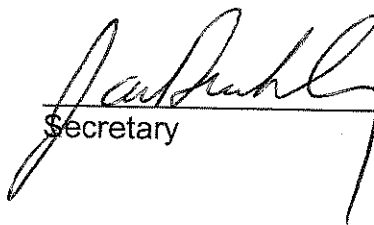
The Board also voted unanimously to authorize a salary increase for the Deputy Director effective September 1, 2008, in the amount of \$12,000 to compensate her for many of the day to day responsibilities currently held by the Executive Director.

Adjournment

Barbara Caron moved for adjournment, seconded by John Pike. The regular meeting adjourned at 1:50 p.m.



Chairman 10/21/08
Date



Secretary 10/21/08
Date



