

MINUTES

Regular Meeting
Dover Housing Authority
June 24, 2008
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, June 24, 2008, at 12:20 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order.

Roll Call

John McCooey, Chairman
Mark Moeller, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; May Glovinski, Deputy Director; Howard Gordon, Accountant; Chris Wyskiel, Attorney for Mark Dickinson of Dickinson Development.

Barbara Caron and John Pike were absent.

Minutes

The minutes of the regular meeting of May 20, 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

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 011622 through 011704; housing checks numbered

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029286 through 029436; Section 8 checks numbered 026280 through 026410, and Section 8 Direct Deposit transactions D02181 through D02241; Addison Place checks numbered 003085 through 003111; Covered Bridge Manor checks numbered 001767 through 001795.

On a roll call vote:

Aye

John McCooey
Mark Moeller
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 June 19, 2008. The Executive Director held a lengthy discussion with the Board. Attorney Wyskiel also spoke to the Board about the reason for the request to extend the dates in the Term Sheet for the waterfront development.
- Report of Housing Statistics for the Month of May, 2008. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of May, 2008. The Board reviewed Officer Leno's report.
- Report of Capital Fund Manager dated June 6, 2008. Otis Perry held a brief discussion of his report with the Board, bringing them up to date with the progress of the capital fund projects.
- Senior Supportive Services Coordinator Report for the Month of May. The Board reviewed the report for the month of May.

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- Family Self-Sufficiency Program Report dated May 2008. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for the period ended 04/30/2008. Howard Gordon briefed the Board on the financial status of the Dover Housing Authority and explained the proposed Operating Budget for fiscal year beginning July 1, 2008, in detail.
- Policy Review. There was no Policy Review this month.

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

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2008-06-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,150.00 in security deposits and \$26.30 in interest, for a total of \$1,176.30 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
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, every effort has been made to collect the unpaid balance; and

WHEREAS, due to the fact that some accounts are several years old and some of the vacated tenants are impossible to locate; and

WHEREAS, the Operating Budget for fiscal year 2008 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$3,807.92** is hereby approved.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$5,652.29 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
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-04

WHEREAS, a Notice of Funding Availability (NOFA) for the **Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** grant was published in the Federal Register on May 12, 2008; and

WHEREAS, the original deadline for submission of the grant application was June 12, 2008; and

WHEREAS, at their regular meeting on May 20, 2008, the Dover Housing

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Authority Board of Commissioners authorized the staff to prepare and submit the grant application,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **2008 Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** grant application that was submitted to HUD on June 11, 2008, in the form attached is hereby approved, ratified and confirmed.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-05

WHEREAS, bids were advertised for **Emergency and Security System Annual Inspections and Maintenance**; and

WHEREAS, 2 responsive bids were received by the due date of May 30, 2008; and

WHEREAS, Hackworth Fire & Security of Somersworth, NH, was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Emergency and Security System Annual Inspections and Maintenance** is hereby awarded to Hackworth Fire & Security in the amount of the base bid of \$8,350.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-06

PHA Board Resolution
Approving Operating Budget
Form HUD-52574
(see Resolution Book for text)

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2008-06-24-07

BE IT RESOLVED, by the Dover Housing Authority Board of Commissioners, (DHA) that pursuant to authority granted within the Term Sheet for Sale and Development of Dover Landing ("Term Sheet"), the Second Amendment to Term Sheet to extend two deadlines--specifically, the LDA Negotiation Period and the LDA Inspection Period Term--is hereby approved and the Executive Director is hereby authorized to sign the attached agreement captioned "Second Amendment to Term Sheet for Sale and Development of Dover Landing," on behalf of the Dover Housing Authority.

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On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

There was no miscellaneous information this month.

Old Business

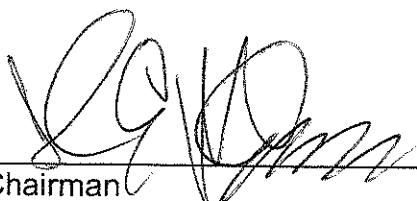
There was no old business.

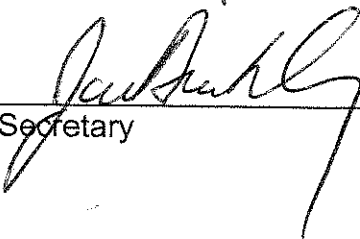
New Business

There was no new business.

Adjournment

Mark Moeller moved for adjournment, seconded by Marjorie Briand. The regular meeting adjourned at 1:20 p.m.


Chairman _____ Date 7/15/08


Secretary _____ Date 7-15-08