

## MINUTES

Regular Meeting  
Dover Housing Authority  
May 20, 2008  
12:25 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, May 20, 2008, at 12:25 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order.

### Roll Call

John McCooley, Chairman  
Barbara Caron, Vice Chair  
Mark Moeller, Commissioner  
John Pike, Commissioner  
Marjorie Briand, 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 April 15, 2008, were presented. John Pike moved, seconded by Mark Moeller, to accept the minutes as presented.

On a roll call vote:

#### Aye

Barbara Caron  
Mark Moeller  
John Pike

#### Nay

None

#### Abstain

John McCooley  
Marjorie Briand

John McCooley and Marjorie Briand abstained from voting on the April minutes because they were absent from that meeting.

### Manifests and Correspondence

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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 011564 through 011621; housing checks numbered 029194 through 029285; Section 8 checks numbered 026154 through 026279, and Section 8 Direct Deposit transactions D02128 through D02180; Addison Place checks numbered 003058 through 003084; Covered Bridge Manor checks numbered 001757 through 001766.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Reports**

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

- o Report of the Executive Director dated May 14, 2008. The Executive Director presented and discussed with the Board with the proposed redesign of the waterfront. He also discussed the possibility of another 6-month extension of the Term Sheet, since the Design Standards have not yet been approved and the City has not resolved the issues involving the vehicular bridge. The Executive Director also spoke about the need to create the position of Administrative Assistant at the Dover Housing Authority and the Board members were in agreement with his request.
- o Report of Housing Statistics for the Month of April, 2008. The Commissioners reviewed the monthly housing statistics.

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- Report from DHA Liaison Officer for the Month of April, 2008. The Board reviewed Officer Leno's report.
- Report of Capital Fund Manager dated May 12, 2008. Otis Perry discussed his report at length with the Board, calling attention to the additional capital fund money received from HUD due to the DHA's high performer status. He also discussed the proposed redesign and construction of the parking lot at Central Towers and informed the Board that he was waiting to receive proposals from engineering firms to prepare plans for this contract.
- Senior Supportive Services Coordinator Report for the Month of April. Cathryn Conway-Dorr was present to give an oral report on the new "Hand in Hand" van that was purchased with monies from the 2006 Resident Opportunities and Self-Sufficiency (ROSS) Program Grant. She explained that the van will be operated and maintained by Wentworth-Douglass Hospital as part of its "Care Van" fleet, yet it will be used exclusively to transport Dover Housing Authority senior residents to medical appointments. This transportation program has been extremely successful thus far. The van was on site for the Board members to view and tour.
- Family Self-Sufficiency Program Report dated April 2008. The Board reviewed the monthly report. The Deputy Director informed the Board that the grant that funds Michele Ryan's position as Family Self-Sufficiency Coordinator had been published in the *Federal Register* with a submission deadline of June 12, 2008. Since the submission deadline would fall before the next regularly scheduled Board meeting, the Commissioners indicated their support of this position and authorized the staff to prepare and submit the grant application.
- Financial Reports. The Board reviewed the Budget Comparison for the period ended 03/31/2008.
- 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  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Resolutions**

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

**RESOLUTION NO. 2008-05-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$400.00 in security deposits and \$31.27 in interest, for a total of \$431.27 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

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

**RESOLUTION NO. 2008-05-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to sign the *Application and Participation Agreement* between the New Hampshire Local Government Center HealthTrust, LLC and the Dover Housing Authority.


On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

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

**RESOLUTION NO. 2008-05-20-03**

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. NH36P00350105 is hereby approved for submission to HUD along with the Actual Modernization Cost Certificate.

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. 2008-05-20-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the amended Annual Statement for Capital Fund Program Grant No. NH36P00350108, reflecting the final actual award from HUD in the amount of \$728,908, is hereby approved.

On a roll call vote:

**Aye**

John McCooey  
Barbara Caron  
Mark Moeller  
John Pike  
Marjorie Briand

**Nay**

None

**Miscellaneous**

The Board read a thank you note from a Waldron Towers resident.

**Old Business**

There was no old business.

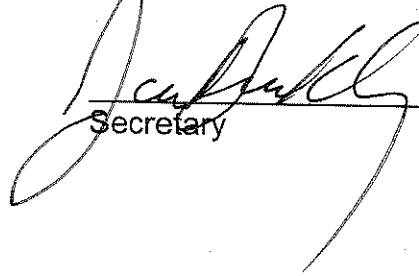
**New Business**

There was no new business.

**Adjournment**

John Pike moved for adjournment, seconded by Marjorie Briand. The regular meeting adjourned at 1:25 p.m.

  
Chairman 6/24/08  
Date

  
Secretary 6-24-08  
Date

