

MINUTES

Regular Meeting
Dover Housing Authority
April 15, 2008
1:25 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, April 15, 2008, at 1:25 p.m. at the Dover Housing Authority office. The Vice Chair called the meeting to order.

Roll Call

Barbara Caron, Vice Chair
Mark Moeller, 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 March 18, 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

Nay

None

Abstain

John Pike

John Pike abstained from voting on the March minutes because he was absent from that meeting.

The minutes of Executive Session of March 18, 2008, were presented. John Pike moved, seconded by Mark Moeller, to accept the minutes as presented.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
Barbara Caron Mark Moeller	None	John Pike

John Pike abstained from voting on the March minutes because he was absent from that meeting.

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. John Pike moved, seconded by Mark Moeller to approve payroll checks numbered 011510 through 011563; housing checks numbered 029131 through 029193; Section 8 checks numbered 026021 through 026153, and Section 8 Direct Deposit transactions D02072 through D02127; Addison Place checks numbered 003031 through 003057; Covered Bridge Manor checks numbered 001735 through 001756.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
Barbara Caron Mark Moeller John Pike	None

A letter from the Dover Police Charities Inc., requesting financial support to secure continued success of the mounted patrol program was presented. After discussion, Mark Moeller moved, seconded by John Pike, that the Dover Housing Authority make a \$500 donation to the Dover Mounted Police c/o Dover Police Charities.

On a roll call vote:

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Aye

Barbara Caron
Mark Moeller
John Pike

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by John Pike: (The Vice Chair waived the order of agenda to discuss Otis Perry's report first in order to accommodate his time schedule.)

- Report of Capital Fund Manager dated April 9, 2008. The Board reviewed Otis Perry's report and asked questions regarding the proposed energy management contract with Ameresco. Mr. Perry also updated the Board members on the status of the new balconies at Central Towers.
- Report of the Executive Director dated April 11, 2008. The Executive Director briefed the Board on the proposed design change to the waterfront plan. He explained that the CWDAC was meeting that evening to review the revised plan.
- Report of Housing Statistics for the Month of March, 2008. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of March, 2008. The Board reviewed Officer Leno's report
- Senior Supportive Services Coordinator Report for the Month of March. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated March 2008. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for the period ended February 29, 2008 as well as the quarterly investment reports for the periods ended 12/31/2007 and 03/31/2008...

- o Policy Review. The Board reviewed the proposed changes to the Section 8 Administrative Plan that were submitted along with the Annual Plan.

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

Aye

Nay

Barbara Caron
Mark Moeller
John Pike

Resolutions

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

RESOLUTION NO. 2008-04-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,200.00 in security deposits and \$33.72 in interest, for a total of \$1,233.72 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

Nay

Barbara Caron
Mark Moeller
John Pike

None

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

RESOLUTION NO. 2008-04-15-02

PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the Streamlined Annual PHA Plan
(see Resolution Book for text)

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
John Pike

Nay

None

Miscellaneous

None this month.

Old Business

There was no old business.

New Business

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

RESOLUTION NO. 2008-04-15-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the 2008 *New England Resident Service Coordinators, Inc., 10th Annual Conference* in North Conway, NH, May 6-9, 2008.

BE IT FURTHER RESOLVED, that all expenses in connection with this training conference are hereby approved.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
John Pike

Nay

None

Adjournment

Mark Moeller moved for adjournment, seconded by John Pike. The regular meeting adjourned at 2:05 p.m.


Chairman

6/24/08
Date


Secretary

6-24-08
Date