

MINUTES

Regular Meeting
Dover Housing Authority
February 19, 2008
12:25 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, February 19, 2008, at 12:25 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order.

Roll Call

John McCooey, Chairman
Barbara Caron, Vice Chair
Mark Moeller, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; Howard Gordon, Accountant; Officer Mark Leno, Jr., DHA Liaison Officer.

Minutes

The minutes of the regular meeting of January 24, 2008, were presented. Barbara Caron 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>
Mark Moeller Barbara Caron	None	John McCooey

John McCooey abstained from voting on the January 24th 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. Barbara Caron moved, seconded by Mark Moeller to approve payroll checks numbered 011396 through 011451; housing checks numbered

Minutes
Dover Housing Authority
February 19, 2008
Page 2 of 6

028917 through 029042; Section 8 checks numbered 025778 through 025897, and Section 8 Direct Deposit transactions D01957 through D02013; Addison Place checks numbered 002979 through 003003; Covered Bridge Manor checks numbered 001697 through 001714.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller

None

Reports

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

- Report of the Executive Director dated February 15, 2008. The Executive discussed the status of the waterfront development project with the Board.
- Report of Housing Statistics for the Month of January, 2008. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of January, 2008. The Board held a lengthy discussion of the monthly report with Officer Leno.
- Report of Capital Fund Manager dated February 12, 2008. Otis Perry answered questions of the Board regarding the Capital Fund Program.
- Senior Supportive Services Coordinator Report for the Month of February. The Board reviewed and discussed the report.
- Family Self-Sufficiency Program Report dated January 2008. The Board reviewed the report.

- o Financial Reports. Howard Gordon reviewed with the Board the budget comparisons through December 31, 2007, for all projects. Howard explained that since this was the first year of Asset Based Management, there were some adjustments that would be necessary, but all of the totals were in line. He informed the Board that he would be working on a budget revision to accomplish these adjustments for the next meeting.

- o Policy Review. The *Program for a Drug-Free Workplace* was presented to the Board for review. No action or changes were necessary.

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

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller

None

Resolutions

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

RESOLUTION NO. 2008-02-19-01

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 \$47.29 in interest, for a total of \$1,247.29 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

John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2008-02-19-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Myra Maurice and Brandi Parker-Brown are hereby authorized to attend the Spectrum Seminars 2-day Tax Credit Certification (C3P) Compliance Program, May 6-7, 2008, in Worcester, MA.

BE IT FURTHER RESOLVED, that all expenses related to this training are hereby approved and will be paid through the Addison Place budget.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2008-02-19-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Michele Roucoulet Ryan is hereby authorized to attend the 10th Annual New England Resident Service Coordinators Conference to be held at the North Conway Grand Hotel May 6-9, 2007.

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

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2008-02-19-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached ***Commissioner's Travel and Expense Policy and Procedure*** drafted by Mark S. Moeller is hereby approved and shall be included in the Dover Housing Authority Policy Manual.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller

None

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

RESOLUTION NO. 2008-02-19-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Minutes
Dover Housing Authority
February 19, 2008
Page 6 of 6

Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2008 Tri-State Housing Conference, September 14-17, 2008, at The Balsams Grand Resort Hotel, Dixville Notch, NH.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at this conference are hereby approved.
On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller

Nay

None

Miscellaneous

None.

Old Business


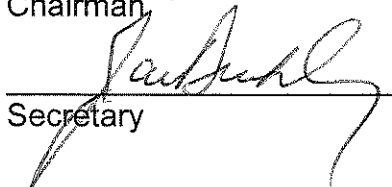
There was no old business.

New Business

There was no new business.

Adjournment

Mark Moeller moved for adjournment, seconded by Barbara Caron. The meeting adjourned at 1:00 p.m.

	3/18/08
Chairman	Date
	3-28-08
Secretary	Date