

MINUTES

Regular Meeting
Dover Housing Authority
May 15, 2007
12:30 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, May 15, 2007, at 12:30 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooley, Chair; Barbara Caron, Vice Chair; Mark Moeller, Commissioner; John Pike, Commissioner; Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; Attorney Chris Wyskiel; May Glovinski, Deputy Director.

Minutes

The minutes of the regular meeting of April 10, 2007, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes as presented. All were in favor.

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by John Pike, to approve payroll checks numbered 010802 through 010861; housing checks numbered 027974 through 028089; Section 8 checks numbered 024704 through 024809, and Section 8 Direct Deposit transactions D01426 through D01486; Addison Place checks numbered 002784 through 002813; and Covered Bridge Manor checks numbered 001539 through 001562.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

Nay

None

Reports

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

- Report of the Executive Director dated May 11, 2007. The Executive Director discussed his report with the Board. The Board also asked questions of Attorney Chris Wyskiel relating to the waterfront development.
- Report of Housing Statistics for the Month of April, 2007. The Commissioners reviewed the monthly housing statistics and no action was necessary.
- Report from DHA Liaison Officer for the Month of April, 2007. The Commissioners reviewed the monthly report and no action was necessary.
- Report of Capital Fund Manager dated May 8, 2007. The Board reviewed the report and no action was necessary.
- Senior Supportive Services Coordinator Report. No report this month.
- Family Self-Sufficiency Program Report dated May, 2007. The Board reviewed and discussed the report. No action was necessary.
- Financial Reports. The Board reviewed the Public Housing, Section 8 and Quarterly Investment Reports, all for the period ended 03/31/2007.
- Policy Review. The Board reviewed the *Blood-Borne Disease* Policy. No changes were necessary.

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

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

RESOLUTION NO. 2007-05-15-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$50.00 in security deposits and \$1.01 in interest, for a total of \$51.01 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
John Pike
Marjorie Briand

None

Barbara Caron moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2007-05-15-02

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 2007 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 **\$10,969.70** is hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

None

Marjorie Briand moved, seconded by Barbara Caron, for the adoption of the following resolution:

RESOLUTION NO. 2007-05-15-03

WHEREAS, the attached is a list of vacated tenants of Addison Place; 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,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$3,009.92** is hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2007-05-15-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$8,310.07 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 Marie Hall, an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2007-05-15-05

BE IT RESOLVED, that the Commissioners of the Dover Housing Authority, hereby authorize the Executive Director to submit a grant application for renewal funding of the **Section 8 Housing Choice Voucher (HCV) Family Self-Sufficiency (FSS) Program Coordinator** position in accordance with the Notice of Funding Availability published in the *Federal Register* on March 13, 2007.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

None

Barbara Caron moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2007-05-15-06

WHEREAS: On February 9, 2005, the Dover City Council by resolution delegated development authority for the Dover waterfront to the Dover Housing Authority pursuant to RSA 205 and recommended the establishment of an advisory board in order to facilitate an orderly development process;

WHEREAS: The Chair of the Dover Housing Authority appointed members to this advisory board known as the Cochecho Waterfront Development Advisory Committee (CWDAC) and its members were appointed in response to the City Council resolution of February 9, 2005;

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WHEREAS: The CWDAC conducted an extensive review of the development potential of the waterfront including the solicitation of the advice of outside experts and a real estate appraisal by a certified appraiser. In addition, CWDAC issued a Request for Qualifications and a Request for Proposals to solicit interest from a wide range of potential developers;

WHEREAS: The CWDAC and the Commissioners of the Dover Housing Authority, after a thorough analysis and interview process of potential developers, selected Dickinson Development Corporation of Quincy Massachusetts as the "preferred developer" to develop the long-held vision of the citizens of Dover for the waterfront property owned by the City of Dover;

WHEREAS: The CWDAC has engaged in an extensive series of public meetings and public hearings all involving members of the public who provided valuable input in order to develop a concept plan consistent with the vision of citizens of Dover and consistent with a realistic economic analysis of market conditions;

WHEREAS: The CWDAC has thoroughly reviewed the Term Sheet and conducted a recent public hearing on the Term Sheet to ascertain and listen to the thoughts of Dover residents;

WHEREAS: After consideration of the testimony of citizens at the public hearing as well as individual review by members of the CWDAC, the CWDAC endorsed the Term Sheet and the concept plan of Dickinson Development by its vote on May 9, 2007;

BE IT RESOLVED:

The Commissioners of the Dover Housing Authority based upon the recommendation of the CWDAC and its own independent review, in furtherance of its charge from the Dover City Council as expressed in the Council resolution of February 9, 2005 approve the Term Sheet as negotiated with Dickinson Development Corporation and authorize the Executive Director to sign the Term Sheet with Dickinson Development Corporation.

On a roll call vote:

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Aye

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

Nay

None

Miscellaneous

Invitation to Cocheco Forum (an outreach activity of the Dover Area Religious Leaders Association)

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

Mark Moeller moved for adjournment, seconded by John Pike. The meeting adjourned at 1:45 p.m.


Chairman

6/19/07
Date


Secretary

06/19/2007
Date