

## MINUTES

Regular Meeting  
Dover Housing Authority  
November 20, 2007  
12:35 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, November 20, 2007, at 12:35 p.m. at the Dover Housing Authority office. The Vice Chair called the meeting to order. Those present were: Barbara Caron, Vice Chair; Mark Moeller, Commissioner; John Pike, Commissioner; Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; Mark Leno, Jr., DHA Liaison Officer.

### Minutes

The minutes of the regular meeting and executive session of October 16, 2007, were presented. Mark Moeller moved, seconded by John Pike, 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 011194 through 011279; housing checks numbered 028619 through 028725; Section 8 checks numbered 025398 through 025534, and Section 8 Direct Deposit transactions D01781 through D01838; Addison Place checks numbered 002919 through 002944; Covered Bridge Manor checks numbered 001639 through 001664.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

**Reports**

John Pike moved to accept the following reports as presented, seconded by Marjorie Briand:

- Report of the Executive Director dated November 16, 2007. The Executive Director held a lengthy discussion with the Board, updating them with the status of the waterfront development project.
- Report of Housing Statistics for the Month of October, 2007. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of October, 2007. The Board reviewed and discussed the DHA Liaison Officer's report. Officer Leno also discussed the proposed anti-smoking campaign by the Dover Coalition for Youth who will work with the Dover Housing Authority in developing a smoke-free housing policy.
- Report of Capital Fund Manager dated November 13, 2007. The Board reviewed and discussed the report with Otis Perry.
- Senior Supportive Services Coordinator Report. None this month.
- Family Self-Sufficiency Program Report dated November, 2007. The Board reviewed and discussed the report.
- Financial Reports. None this month.
- Policy Review. The Board reviewed the Equal Housing Opportunity Policy. No changes were required.

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

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Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

**Resolutions**

John Pike moved, seconded by Marjorie Briand, for the adoption of the following resolution:

**RESOLUTION NO. 2007-11-20-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$700.00 in security deposits and \$14.84 in interest, for a total of \$714.84 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  
Marjorie Briand  
John Pike

None

Marjorie Briand moved, seconded by John Pike, for the adoption of the following resolution:

**RESOLUTION NO. 2007-11-20-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2008 Commissioners' Conference, January 13-16, 2008, in Orlando, Florida.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

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

**RESOLUTION NO. 2007-11-20-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,507.00 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

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

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

**RESOLUTION NO. 2007-11-20-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 4 to the Capital Fund Program Grant No. NH36P00350105 is hereby approved.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

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

**RESOLUTION NO. 2007-11-20-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 3 to the Capital Fund Program Grant No. NH36P00350106 is hereby approved.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

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

**RESOLUTION NO. 2007-11-20-06**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to the Capital Fund Program Grant No. NH36P00350107 is hereby approved.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

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

**RESOLUTION NO. 2007-11-20-07**

WHEREAS, the Dover Housing Authority solicited proposals for the services of Capital Fund Manager; and

WHEREAS, Otis Perry was the only person to submit a proposal; and

WHEREAS, Otis Perry has acted in the capacity of Capital Fund Manager,

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Comprehensive Grant Fund Manager and Modernization Coordinator for the Dover Housing Authority for more than 20 years and has been instrumental in obtaining modernization funding and successful in carrying out the objectives of the grant programs,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to execute a contract with Otis E. Perry d.b.a. Green Fields Property Management for up to two years for a fee of \$102,000.

On a roll call vote:

Aye

Nay

Barbara Caron  
Mark Moeller  
Marjorie Briand  
John Pike

None

**Miscellaneous**

None.

**Old Business**

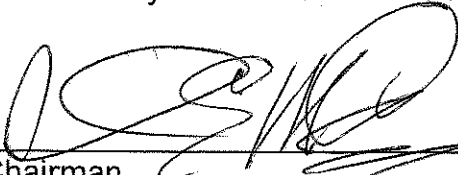
Barbara Caron asked the status of the personnel/compensation matter that had been discussed at the previous meeting. After discussion, Mark Moeller moved, seconded by Marjorie Briand, to accept the recommendation of the Executive Director to award a bonus of up to \$1,000 for reasons stated. All were in favor.

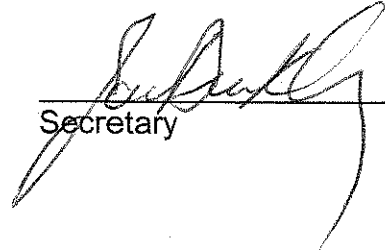
**New Business**

There was no new business.

**Adjournment**

Marjorie Briand moved for adjournment, seconded by Mark Moeller. The meeting adjourned at 1:30 p.m.

  
Chairman 12/18/07  
Date

  
Secretary ~~12-18-07~~  
Date