

## MINUTES

Regular Meeting  
Dover Housing Authority  
September 18, 2007  
12:40 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on Tuesday, September 18, 2007, at 12:40 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chair; Barbara Caron, Vice Chair; Mark Moeller, Commissioner; Marjorie Briand, Commissioner. Also present were: May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager.

### Minutes

The minutes of the regular meeting of August 21, 2007, were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes as presented. Marjorie Briand asked that the minutes be corrected to delete John Pike's name, as he was not present at that meeting. All were in favor of amending the minutes. All were in favor of the minutes as amended.

### Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 011079 through 011134; housing checks numbered 028428 through 028516; Section 8 checks numbered 025161 through 025278, and Section 8 Direct Deposit transactions D01662 through D01718; Addison Place checks numbered 002873 through 002903; Covered Bridge Manor checks numbered 001611 through 001629.

On a roll call vote:

Aye

John McCooey  
Mark Moeller  
Barbara Caron  
Marjorie Briand

Nay

None

**Reports**

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

- Report of the Executive Director dated September 14, 2007. The Deputy Director discussed this report with the Board. After discussion Mark Moeller suggested letters of acknowledgment be placed in the personnel files of those staff members responsible for the favorable outcome of the recent audit.
- Report of Housing Statistics for the Month of August, 2007. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of August, 2007. The Board reviewed and discussed the DHA Liaison Officer's report.
- Report of Capital Fund Manager dated September 14, 2007. The Board reviewed and discussed the report with Otis Perry.
- Senior Supportive Services Coordinator Report dated September, 2007. The Board reviewed and discussed the report.
- Family Self-Sufficiency Program Report dated September, 2007. The Board reviewed and discussed the report.
- Financial Reports. There were no financial reports presented this month.
- Policy Review. There was no policy review this month.

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

Aye  
John McCooey  
Mark Moeller  
Barbara Caron  
Marjorie Briand

Nay  
None

**Resolutions**

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

**RESOLUTION NO. 2007-09-18-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$850.00 in security deposits and \$46.35 in interest, for a total of \$896.35 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  
Mark Moeller  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2007-09-18-02**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the 2007 *National Service Coordinator Conference* in Salt Lake City, Utah, September 30 - October 3, 2007.

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

On a roll call vote:

Aye

Nay

John McCooley  
Mark Moeller  
Barbara Caron  
Marjorie Briand

None

**Miscellaneous**

None.

**Old Business**

There was no old business.

**New Business**

There was no new business.

**Adjournment**

Barbara Caron moved for adjournment, seconded by Mark Moeller. The meeting adjourned at 1:10 p.m.

  
Chairman

10/18/07  
Date

  
Secretary

10-18-07  
Date