

MINUTES

Regular Meeting
Dover Housing Authority
August 21, 2007
12:43 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, August 21, 2007, at 12:43 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chair; Mark Moeller, Commissioner; Marjorie Briand, Commissioner; Barbara Caron, Vice Chair. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Officers Mark Leno, Jr., and Joseph Caproni; May Glovinski, Deputy Director.

Minutes

The minutes of the regular meeting of July 24, 2007, were presented. Mark Moeller moved, seconded by Marjorie Briand, 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. Barbara Caron moved, seconded by Mark Moeller, to approve payroll checks numbered 011014 through 011078; housing checks numbered 028312 through 028427; Section 8 checks numbered 025039 through 025160, and Section 8 Direct Deposit transactions D01602 through D01661; Addison Place checks numbered 002856 through 002872; Covered Bridge Manor checks numbered 001597 through 001610.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Reports

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Marjorie Briand moved to accept the following reports as presented, seconded by Mark Moeller:

- Report of the Executive Director dated August 17, 2007. The Executive Director discussed his report with the Board and in particular updated the Commissioners on the status of the waterfront.
- Report of Housing Statistics for the Month of July, 2007. The Commissioners reviewed the monthly housing statistics. After discussion, the Board asked that future reports include a "Dover" and "non-Dover" category.
- Report from DHA Liaison Officer for the Month of July, 2007. The Board reviewed and discussed the report with Officer Leno.
- Report of Capital Fund Manager dated August 15, 2007. Otis Perry discussed his report with the Board.
- Senior Supportive Services Coordinator Report dated August, 2007. The Board reviewed and discussed the report.
- Family Self-Sufficiency Program Report dated August, 2007. The Board reviewed and discussed the report.
- Financial Reports. The Board reviewed the Public Housing and Section 8 Reports for the period ended 06/30/2007. They also reviewed the Quarterly Investment Report for the period ended 06/30/2007.
- 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

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

RESOLUTION NO. 2007-08-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$600.00 in security deposits and \$30.69 in interest, for a total of \$630.69 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

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

RESOLUTION NO. 2007-08-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$5,440.13 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

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2007-08-21-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Myra Maurice is hereby authorized to attend the Spectrum Seminars 2-day Tax Credit Certification Compliance Program, December 13-14, 2007, in Bedford, NH.

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

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

resolution:

RESOLUTION NO. 2006-08-21-04

WHEREAS, HUD's Real Estate Assessment Center (REAC) has implemented various components of the new Public Housing Assessment System (PHAS); and

WHEREAS, one of the four key indicators of PHAS is the Management Operations Indicator which measures a housing authority's management capabilities; and

WHEREAS, in order to assess an entity's management operations effectiveness, REAC has developed the Management Assessment Subsystem (MASS), an online program which replaces the annual submission of the former PHMAP Certification,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Public Housing Assessment System (PHAS) Management Operations Certification for the fiscal year ended June 30, 2007 is hereby approved for electronic submission to HUD.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
Barbara Caron
Marjorie Briand

None

Miscellaneous

The Board reviewed thank-you letters from a former resident and Dover Main Street Program.

Old Business

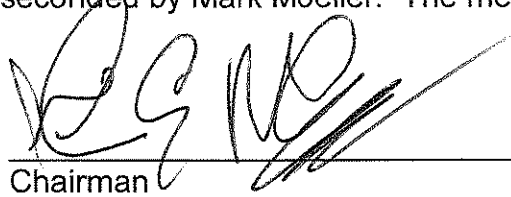
There was no old business.

New Business

The Board discussed the topic of strategic planning with the Executive Director.

Adjournment

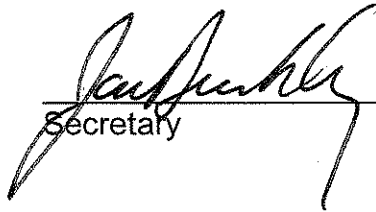
Barbara Caron moved for adjournment, seconded by Mark Moeller. The meeting adjourned at 1:30 p.m.



Chairman

09.18.07

Date



Secretary

9.18.07

Date