

MINUTES

Regular Meeting
Dover Housing Authority
July 24, 2007
12:31 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, July 24, 2007, at 12:31 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chair; Mark Moeller, Commissioner; John Pike, Commissioner; Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager.

Minutes

The minutes of the regular meeting of June 19, 2007, were presented. John Pike 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. Marjorie Briand moved, seconded by John Pike, to approve payroll checks numbered 010952 through 011013; housing checks numbered 028196 through 028241 and 028243 through 028311; Section 8 checks numbered 024923 through 025038, and Section 8 Direct Deposit transactions D01544 through D01601; Addison Place checks numbered 002833 through 002844 and 002846 through 002855; Covered Bridge Manor checks numbered 001581 through 001596.

On a roll call vote:

Aye

John McCooey
Mark Moeller
John Pike
Marjorie Briand

Nay

None

Marjorie Briand moved, seconded by Mark Moeller to approve housing check number 028242 and Addison Place check number 002845.

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On a roll call vote:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
John McCooey Mark Moeller Marjorie Briand	None	John Pike

Reports

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

- o Report of the Executive Director dated July 19, 2007. The Executive Director discussed his report with the Board.
- o Report of Housing Statistics for the Month of June, 2007. The Commissioners reviewed the monthly housing statistics.
- o Report from DHA Liaison Officer for the Month of June, 2007. The Board reviewed and discussed the report.
- o Report of Capital Fund Manager dated July 18, 2007. Otis Perry discussed his report with the Board.
- o Senior Supportive Services Coordinator Report dated July, 2007. The Board reviewed and discussed the report.
- o Family Self-Sufficiency Program Report dated July, 2007. The Board reviewed and discussed the report.
- o Financial Reports. The Board reviewed the Public Housing and Section 8 Reports for the period ended 05/31/2007. They also reviewed the Quarterly Investment Report for the period ended 06/30/2007.
- o Policy Review. There was no policy review this month.

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

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Mark Moeller	
John Pike	
Marjorie Briand	

Resolutions

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

RESOLUTION NO. 2007-07-24-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$750.00 in security deposits and \$44.91 in interest, for a total of \$794.91 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:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Mark Moeller	
John Pike	
Marjorie Briand	

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

RESOLUTION NO. 2007-7-24-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$3,000.00 from TD Banknorth, T.A., Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2007-07-24-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the email poll of the Commissioners of the Dover Housing Authority conducted on June 29, 2007, which approved the renewal of Property & Liability, Public Officials Liability, and Business Auto insurance policies is hereby approved, ratified and confirmed.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller

None

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John Pike
Marjorie Briand

Miscellaneous

No miscellaneous information this month.

Old Business

There was no old business.

New Business

It was noted that the Executive Director evaluation committee hoped to complete the evaluation within the next few weeks.

Adjournment

Mark Moeller moved for adjournment, seconded by John Pike. The meeting adjourned at 1:35 p.m.



Chairman

8/21/07

Date



Secretary

8/21/07

Date

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