

MINUTES

Regular Meeting
Dover Housing Authority
June 19, 2007
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, June 19, 2007, at 12:15 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; John Pike, Commissioner; Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Howard Gordon, Accountant; DHA Liaison Officer Mark Leno; May Glovinski, Deputy Director.

Minutes

The minutes of the regular meeting of May 15, 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. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 010862 through 010951; housing checks numbered 028090 through 028195; Section 8 checks numbered 024810 through 024922, and Section 8 Direct Deposit transactions D01487 through D01543; Addison Place checks numbered 002814 through 002832; and Covered Bridge Manor checks numbered 001563 through 001580.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller
John Pike
Marjorie Briand

Nay

None

Abstain

John Pike (#002827 only)

Reports

Barbara Caron moved to accept the following reports as presented, seconded by Marjorie Briand:

- Report of the Executive Director dated June 15, 2007. The Executive Director discussed his report at great length with the Board, including the appointment process for the Cochecho Waterfront Development Advisory Committee. Commissioner Pike suggested that the names of people interested in serving on this committee be submitted to the DHA Board for approval. The Board also agreed to change the July meeting date to July 24th due to other conflicts.
- Report of Housing Statistics for the Month of May, 2007. The Commissioners reviewed the monthly housing statistics and no action was necessary.
- Report from DHA Liaison Officer for the Month of May, 2007. Officer Leno discussed his report with the Commissioners. No action was necessary.
- Report of Capital Fund Manager dated June 5, 2007. Otis Perry discussed his report with the Board. Commissioner Briand questioned Mr. Perry on the proposed conversion of Bois Terrace to project-based Section 8. No action was necessary.
- Senior Supportive Services Coordinator Report dated June, 2007. The Board reviewed and discussed the report. No action was necessary.
- Family Self-Sufficiency Program Report dated June, 2007. The Board reviewed and discussed the report. No action was necessary.
- Financial Reports. The Board reviewed the Public Housing and Section 8 Reports for the period ended 04/30/2007.
- Policy Review. There was no policy review this month.

On a roll call vote to accept the reports as presented: (Mark Moeller left the meeting prior to the vote.)

Aye

Nay

John McCooey
Barbara Caron
John Pike
Marjorie Briand

None

Resolutions

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

RESOLUTION NO. 2007-06-19-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$800.00 in security deposits and \$54.01 in interest, for a total of \$854.01 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
John Pike
Marjorie Briand

None

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

RESOLUTION NO. 2007-06-19-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2007 Tri-State Housing Conference, September 9-12, at The Harborside Hotel & Marina in Bar Harbor, Maine.

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

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
John Pike
Marjorie Briand

None

After a detailed explanation by Howard Gordon of the new Project Based Management operating budget for the fiscal year beginning July 1, 2007, Marjorie Briand moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2007-06-19-03

PHA Board Resolution Approving Operating Budget
form HUD-52574
(see Resolution Book for text)

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
John Pike
Marjorie Briand

None

Miscellaneous

Information on the Annual WDH Pete Gabarro Golf Tournament.

Old Business

There was no old business.

New Business

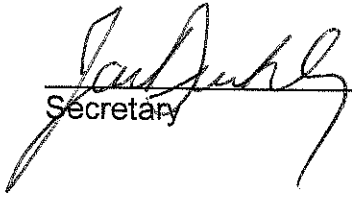
On the request of Commissioner Briand that a performance evaluation of the Executive Director be conducted, Chairman McCooley appointed Marjorie Briand, Barbara Caron and Mark Moeller to the Evaluation Committee.

Adjournment

Barbara Caron moved for adjournment, seconded by John Pike. The meeting adjourned at 1:25 p.m.


Chairman

8/21/07
Date


Secretary

6-19-07
Date

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