

MINUTES

Regular Meeting
Dover Housing Authority
January 24, 2006
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on January 24, 2006, at 12:15 p.m. at the Dover Housing Authority office. Those present were: John McCooey, Chair; Barbara Caron, Commissioner; Seymour Osman, Commissioner; Mark Moeller, Commissioner; and Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; DHA Liaison Officers Mark Leno and Joe Caproni; Howard Gordon, Accountant; and May Glovinski, Deputy Director.

The minutes of the regular meeting of December 20, 2005, were presented. Commissioner Osman moved, seconded by Commissioner 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. Commissioner Osman moved, seconded by Commissioner Caron, to approve payroll checks numbered 009741 through 009835; housing checks numbered 026426 through 026539; Section 8 checks numbered 022849 through 022969, and Section 8 Direct Deposit transactions D00600 through D00653; Addison Place checks numbered 002475 through 002497; and Covered Bridge Manor checks numbered 001284 through 001301.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Reports

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

Minutes
January 24, 2006
Page 2 of 5

- Report of the Executive Director dated January 20, 2006. The Executive Director briefed the Board on the status of the Waterfront development. Howard Gordon briefed the Board on Congress' new requirement of housing authorities to convert to asset based management.
- Report of Housing Statistics for the Month of December 2005. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of December 2005. Mark Leno had to leave the meeting prior to the presentation of this report. The Board reviewed and discussed the report with DHA Liaison Officer Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated January 19, 2005. The Board reviewed the report and no action was necessary.
- Report of Senior Supportive Services Coordinator dated January, 2006. The Board reviewed the report. No action was necessary.
- Family Self-Sufficiency Program Update dated January 12, 2006. The Board reviewed the report. No action was necessary.
- Financial Reports. The financial reports for the Public Housing program and the Section 8 program for the period ended 11/30/2005 were presented. The Board reviewed the reports with Howard Gordon and no action was necessary.
- Policy Review. The Board reviewed the *Capitalization Policy*. No changes were necessary.

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

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Resolutions

Commissioner Caron moved, seconded by Commissioner Briand, for the adoption of the following resolution:

RESOLUTION NO. 2006-01-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,100.00 in security deposits and \$54.44 in interest, for a total of \$1,154.44 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 Housing Statistics Report dated December 31, 2005.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

Commissioner Caron moved, seconded by Commissioner Osman, for the adoption of the following resolution:

RESOLUTION NO. 2006-01-02

WHEREAS, HUD has issued new regulations requiring housing authorities to convert to project-based accounting and management; and

WHEREAS, these new regulations require an extensive amount of training for housing authority staff, especially at the administrative level; and

WHEREAS, at a recent NH Housing Authorities Corporation meeting it was decided that Nashua and Manchester Housing Authorities would organize a training session at a central location for housing authority staff; and

WHEREAS, due to the scheduling of the training, there was insufficient time to get Board approval for attendance at the training session,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Jack Buckley's, Wendy Tenney's and May Glovinski's attendance at the *Project Based Management & Accounting* training session conducted by *PHA Finance* in Manchester, NH, January 17-18, 2006, is hereby approved.

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

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

Miscellaneous

None.

Old Business

There was no old business.

New Business

Chairman McCooey asked if any Board member was interested in filling the position of Vice Chair which was left vacant after Allan Krans' resignation from the Board. Barbara

Minutes
January 24, 2006
Page 5 of 5

Caron stated her interest in the position. The Board unanimously agreed that Barbara Caron would be the new Vice Chair of the Dover Housing Authority.

Commissioner Osman moved, seconded by Attorney Moeller, for recess to enter executive session. All were in favor. Regular session recessed at 12:50 p.m.

Regular session reconvened at 1:15 p.m. It was decided that Commissioner Briand would head the Executive Director Evaluation Committee.

Regular session adjourned at 1:20 p.m. on a motion by Attorney Moeller, seconded by Commissioner Caron. All were in favor.

Chairman _____ Date _____

Secretary _____ Date _____