

MINUTES

Regular Meeting
Dover Housing Authority
February 21, 2006
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on February 21, 2006, at 12:15 p.m. at the Dover Housing Authority office. Those present were: John McCooey, Chair; Barbara Caron, Vice Chair; Seymour Osman, Commissioner; and Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; DHA Liaison Officer Mark Leno; and May Glovinski, Deputy Director. Mark Moeller was absent.

The minutes of the regular meeting of January 24, 2006, were presented. Marjorie Briand moved, seconded by Seymour Osman, to accept the minutes as presented. All were in favor.

The minutes of Executive Session of January 24, 2006, were presented. Seymour Osman 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. Seymour Osman moved, seconded by Barbara Caron, to approve payroll checks numbered 009836 through 009892; housing checks numbered 026540 through 026596; Section 8 checks numbered 022970 through 023078, and Section 8 Direct Deposit transactions D00654 through D00704; Addison Place checks numbered 002498 through 002507; and Covered Bridge Manor checks numbered 001302 through 001309.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

Nay

None

Reports

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

- Report of the Executive Director dated February 15, 2006. The Executive Director briefed the Board on the status of the Waterfront development. He also informed the Board that Dana Lynch had submitted a letter of resignation as President of the Cochecho Waterfront Development Advisory Board. On other matters, the Board agreed to once again be a major sponsor of the Children's Fire Safety Festival. The Board also agreed to change the April meeting date from April 18th to April 12th to review the Annual Plan and meet the submission deadline of April 17th.
- Report of Housing Statistics for the Month of January, 2006. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of January 2006. The Board reviewed and discussed the report with DHA Liaison Officer Mark Leno. No action was necessary.
- Report of Capital Fund Manager dated February 8, 2006. The Board reviewed the report and no action was necessary.
- Report of Senior Supportive Services Coordinator dated February, 2006. The Board reviewed the report. Marjorie Briand asked if any of our senior residents were going without medication since implementation of the new Medicare Part D Program. The Executive Director agreed to get that information from the Senior Supportive Services Coordinator.
- Family Self-Sufficiency Program Update dated February 13, 2006. The Board reviewed the report and commended Michele on the success of this program.
- Financial Reports. The Budget Comparative for the Public Housing and Section 8 programs for the period ended 12/31/2005 were presented, along with the quarterly investment report for the period ended 12/31/2005. The Board reviewed the reports and no action was necessary.

- Policy Review. Review of the *Vehicle Use Policy* was deferred to the next meeting.

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

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

None

Resolutions

Marjorie Briand moved, seconded by Seymour Osman, for the adoption of the following resolution:

RESOLUTION NO. 2006-02-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,160.00 in security deposits and \$35.85 in interest, for a total of \$1,195.85 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 January 31, 2006.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2006-02-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Myra Maurice is hereby authorized to attend Spectrum Seminars 2-day "Certified Credit Compliance Professional" Low Income Housing Tax Credit Program, May 15-16, 2006, Boston, MA.

BE IT FURTHER RESOLVED, that all expenses related to this training are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

None

Seymour Osman moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2006-02-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr and Michele Ryan are hereby authorized to attend the 2006 *New England Resident Service Coordinators, Inc., 8th Annual Conference* in Newport, Rhode Island, May 1-3, 2006.

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

On a roll call vote:

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2006-02-04

WHEREAS, the Dover Housing Authority has entered into an Energy Services Management Agreement with Ameresco Citizens, Inc., dated May 17, 2005, to make energy improvements at properties owned by Dover Housing Authority; and

WHEREAS, as a result of this contract, the Dover Housing Authority will receive rebates from certain utility companies for participating in energy improvement programs,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that a separate bank account be established for the purpose of receiving these rebates.

BE IT FURTHER RESOLVED, that the monies in this account shall be invested in accordance with the DHA Investment Policy.

BE IT FURTHER RESOLVED, that these monies be held in this account for the period of the contract (12 years) in the event these funds are needed to offset energy improvement costs or to help offset the loan from Banc of America.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand

Nay

None

Seymour Osman moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2006-02-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the 2006 NAHRO Legislative Conference, March 13-15, 2006, in Washington, DC.

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
Seymour Osman
Barbara Caron
Marjorie Briand

None

The Executive Director asked the Board members to let him know as soon as possible if they planned to attend the Legislative Conference.

Miscellaneous

The Board reviewed the Winter 2006 edition of *Family Self-Sufficiency Program News*

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

Barbara Caron moved to adjourn, seconded by Seymour Osman. All were in favor.
Regular session adjourned at 1:05 p.m.

Chairman Date

Secretary Date