

MINUTES

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

The Commissioners of the Dover Housing Authority met in regular session on March 21, 2006, at 12:15 p.m. at the Dover Housing Authority office. Barbara Caron, Vice Chair, called the meeting to order. Those present were: Barbara Caron, Vice Chair; Seymour Osman, Commissioner; Mark Moeller, Commissioner; and Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Howard Gordon, Accountant; DHA Liaison Officer Joe Caproni; and May Glovinski, Deputy Director. John McCooley was absent.

The minutes of the regular meeting of February 21, 2006, were presented. Seymour Osman 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 Seymour Osman, to approve payroll checks numbered 009893 through 009946; housing checks numbered 026597 through 026679; Section 8 checks numbered 023079 through 023192, and Section 8 Direct Deposit transactions D00705 through D00752; Addison Place checks numbered 002508 through 002536; and Covered Bridge Manor checks numbered 001310 through 001336.

On a roll call vote:

Aye

Barbara Caron
Seymour Osman
Mark Moeller
Marjorie Briand

Nay

None

Reports

Marjorie Briand moved to accept the following reports as presented, seconded by Seymour Osman:

- Report of the Executive Director dated March 16, 2006. The Executive Director held a lengthy discussion with the Board on the status of the Waterfront development and informed the Board that Jack Mettee had replaced Dana Lynch as on the Cochecho Waterfront Development Advisory Board. The Executive Director also discussed the need to continue with some cosmetic changes to the lobby areas of our high rise buildings.
- Report of Housing Statistics for the Month of February, 2006. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of February 2006. The Board reviewed and discussed the report with DHA Liaison Officer Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated March 14, 2006. The Board reviewed and discussed the report with Otis Perry and no action was necessary.
- Report of Senior Supportive Services Coordinator dated March, 2006. The Board reviewed and discussed the report and no action was necessary.
- Family Self-Sufficiency Program Update dated March 13, 2006. The Board reviewed and discussed the report and no action was necessary.
- Financial Reports. The Budget Comparative for the Public Housing and Section 8 programs for the period ended 01/31/2006 were presented. The Board reviewed the reports and no action was necessary.
- Policy Review. The Board reviewed the *Vehicle Use Policy* and requested that the Executive Director revise the policy to include a car allowance rather than a vehicle for the Executive Director and to put the revised policy back on a subsequent agenda for their review.

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

Aye

Barbara Caron
Seymour Osman
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2006-03-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$300.00 in security deposits and \$6.53 in interest, for a total of \$306.53 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 February 28, 2006.

On a roll call vote:

Aye

Barbara Caron
Seymour Osman
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

There was no miscellaneous information.

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

Marjorie Briand moved to adjourn, seconded by Seymour Osman. All were in favor.
Regular session adjourned at 1:14 p.m.

Chairman Date

Secretary Date