

MINUTES

Regular Meeting
Dover Housing Authority
May 16, 2006
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, May 16, 2006, at 12:20 p.m. at the Dover Housing Authority office. Chairman McCooey called the meeting to order. Those present were: John McCooey, Chair; Barbara Caron, Vice Chair; Seymour Osman, Commissioner; and Mark Moeller, Commissioner. Marjorie Briand was absent. 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.

The minutes of the regular meeting of April 12, 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 010003 through 010061; housing checks numbered 026771 through 026892; Section 8 checks numbered 023311 through 023427, and Section 8 Direct Deposit transactions D00806 through D00854; Addison Place checks numbered 002552 through 002578; and Covered Bridge Manor checks numbered 001348 through 001376.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron

Nay

None

Reports

Seymour Osman moved to accept the following reports as presented, seconded by Mark Moeller:

- Report of the Executive Director dated May 12, 2006. The Executive Director discussed his report at length with the Board, and in particular the status of the Waterfront development.
- Report of Housing Statistics for the Month of April, 2006. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of April 2006. The Board reviewed and discussed the report with DHA Liaison Officer Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated May 10, 2006. The Board reviewed and discussed the report with Otis Perry and no action was necessary.
- Report of Senior Supportive Services Coordinator dated May, 2006. The Board reviewed and discussed the report and no action was necessary.
- Family Self-Sufficiency Program Update dated May, 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 03/31/2006 and the Quarterly Investment Report for the period ended 03/31/2006 were presented. The Board reviewed the reports and no action was necessary.
- Policy Review. The Board reviewed the *Homeownership Statement*. No changes were recommended.

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

Aye

Nay

John McCooey
Seymour Osman

None

Mark Moeller
Barbara Caron

Resolutions

Seymour Osman moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-05-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$450.00 in security deposits and \$38.88 in interest, for a total of \$488.88 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 April 30, 2006.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron

None

Barbara Caron moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-05-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,821.81 from Bank of New Hampshire Account No. 35-232551-20, 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
Seymour Osman
Mark Moeller
Barbara Caron

None

Seymour Osman moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-05-03

BE IT RESOLVED, that the Commissioners of the Dover Housing Authority, hereby authorize the Executive Director to submit an application for grant funding under the **Section 8 Housing Choice Voucher Family Self-Sufficiency Program Coordinators Notice of Funding Availability** published March 8, 2006.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron

None

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

RESOLUTION NO. 2006-05-04

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 New England Regional Council of NAHRO 2006 Annual Conference, June 25-28, 2006.

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
Mark Moeller
Barbara Caron

None

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

RESOLUTION NO. 2006-05-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend NAHRO's 2006 Summer Conference July 14-16, 2006.

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

None

Mark Moeller
Barbara Caron

The Executive Director asked the Board members to let him know as soon as possible if they planned to attend either of these two conferences.

Seymour Osman moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-05-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Operating Budget for Fiscal Year Ending 6/30/2007 is hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron

None

Seymour Osman moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-05-07

WHEREAS, the Dover Housing Authority has proposed to amend the Apartment Lease to require residents of Union Court to pay for their electricity now that individual electric meters have been installed; and

WHEREAS, in accordance with Federal regulations, the Dover Housing Authority has afforded all residents of Union Court the opportunity to submit written comments regarding this proposed amendment; and

WHEREAS, a meeting with housing authority staff and Union Court residents was held at the Niles Park Community Center on May 10, 2006, to discuss the proposed lease change, and

WHEREAS, no written comments were received and there were no objections to the proposed amendment,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the following paragraph of the Apartment Lease is amended by adding the words, "**Union Court and 23 Union Street**" to the first sentence, so that the paragraph shall now read:

8. UTILITIES

For Mineral and Whittier Park, Union Court and 23 Union Street Residents: Heat, hot and cold water, and gas for cooking will be supplied by DHA. Electricity for lighting and general household appliances shall be paid by me, the Resident. The current established allowance for utilities shall be applied.

BE IT FURTHER RESOLVED, that this amendment to the Dover Housing Authority Apartment Lease will become effective July 1, 2006.

On a roll call vote:

Aye

Nay

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron

None

Miscellaneous

There was no miscellaneous information.

Old Business

The Executive Director informed the Board that he would have a recommendation on the car allowance at the next meeting.

New Business

There was no new business.

Adjournment

Seymour Osman moved to adjourn, seconded by Mark Moeller. All were in favor. Regular session adjourned at 1:15 p.m.

Chairman Date

Secretary Date