

MINUTES

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

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, June 20, 2006, at 12:15 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; Marjorie Briand, Commissioner; and Mark Moeller, Commissioner. Also present were: Jack Buckley, Executive Director; Howard Gordon, Accountant; DHA Liaison Officer Mark Leno; and May Glovinski, Deputy Director.

The minutes of the regular meeting of May 16, 2006, were presented. Barbara Caron moved, seconded by Mark Moeller, 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 010062 through 010149; housing checks numbered 026893 through 027000; Section 8 checks numbered 023428 through 023549, and Section 8 Direct Deposit transactions D00855 through D00903; Addison Place checks numbered 002579 through 002602; and Covered Bridge Manor checks numbered 001377 through 001394.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Reports

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

- Report of the Executive Director dated June 14, 2006. The Executive Director discussed his report at length with the Board, and in particular the status of the Waterfront development. He also informed the Board that the HUB has made a request for free or reduced rent for their satellite office at 400 Washington Street. The Board agreed to lower the rent by \$100 per month and to revisit this issue in one year.
- Report of Housing Statistics for the Month of May, 2006. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of May 2006. The Board reviewed and discussed the report with DHA Liaison Officer Mark Leno. No action was necessary.
- Report of Capital Fund Manager dated June 11, 2006. The Board reviewed and discussed the report and no action was necessary.
- Report of Senior Supportive Services Coordinator dated June, 2006. The Board reviewed and discussed the report and no action was necessary.
- Family Self-Sufficiency Program Update dated June, 2006. The Board reviewed and discussed the report and no action was necessary.
- Financial Reports. The Budget Comparatives for the Public Housing and Section 8 programs for the period ended 04/30/2006 were presented. The Board reviewed the reports with the Executive Director and Howard Gordon and no action was necessary.
- Policy Review. The Board reviewed the *Vehicle Use Policy* and agreed to make revisions to the policy under "Resolutions."

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

Aye

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2006-06-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$500.00 in security deposits and \$59.00 in interest, for a total of \$559.00 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 May 31, 2006.

On a roll call vote:

Aye

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Marjorie Briand moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2006-06-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Michele Roucoulet Ryan is hereby authorized to attend the Housing Choice Voucher Homeownership Program training workshop sponsored by HUD and NeighborWorks® America, in So. Portland, ME, June 22-23, 2006.

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

On a roll call vote:

Aye

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2006-06-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$4,142.16, from TD Banknorth, T.A., Account No. 9030709046, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that the funds withdrawn will be distributed to an FSS program participant who has successfully completed all of the requirements of the Contract of Participation.

On a roll call vote:

Aye

Nay

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2006-06-04

WHEREAS, the HUD Appropriations Act for FY 2006, signed by President Bush on November 30, 2005, provided funding for the Capital Fund Program; and

WHEREAS, the Capital Fund formula was calculated in accordance with 24 CFR Section 905.10; and

WHEREAS, based on this formula, the Dover Housing Authority has been awarded Capital Funds in the amount of \$608,991 for Federal Fiscal Year 2006,

NOW, THEREFORE, BE IT RESOLVED that the attached Annual Statement for Capital Fund Program Grant No. NH36P00350106 in the amount of \$608,991 is hereby approved for submission to HUD.

On a roll call vote:

Aye

Nay

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

resolution:

RESOLUTION NO. 2006-06-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revised **Vehicle Use Policy** is hereby approved, as attached.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2006-06-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the revisions shown on the attached job description for the position of *Maintenance Mechanic* are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2006-06-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2006 Tri-State Housing Conference, September 17-20, at The Mount Washington Hotel & Resort in Bretton Woods, NH.

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
Marjorie Briand

None

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

RESOLUTION NO. 2006-06-08

BE IT RESOLVED, that the Commissioners of the Dover Housing Authority enthusiastically support the proposed program activities outlined in the **Resident Opportunities and Self-Sufficiency (ROSS) Elderly/Persons with Disabilities Program** grant application and hereby authorize the Executive Director to submit the application for grant funding in accordance with the regulations and guidance published in the Federal Register dated March 8, 2006.

On a roll call vote:

Aye

John McCooley
Seymour Osman
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Miscellaneous

There was no miscellaneous information.

Old Business

There was no old business.

New Business

The Board discussed the Invitation to the 2006 Wentworth-Douglass Hospital *Pete Gabarro Memorial Golf Classic* on September 12, 2006. Due to a conflict with another tournament, the Board suggested making a contribution in lieu of participation.

Adjournment

Seymour Osman moved to adjourn, seconded by Barbara Caron. All were in favor.
Regular session adjourned at 1:00 p.m.

Chairman

Date

Secretary

Date