

MINUTES

Regular Meeting
Dover Housing Authority
July 25, 2006
12:47 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, July 25, 2006, at 12:47 p.m. at the Dover Housing Authority office. Commissioner Briand called the meeting to order. Those present were: Marjorie Briand, Commissioner; Seymour Osman, Commissioner; and Mark Moeller, Commissioner. Also present were: Jack Buckley, Executive Director; and Otis Perry, Capital Fund Manager. John McCooley and Barbara Caron were out of the area.

The minutes of the regular meeting of June 20, 2006, were presented. Seymour Osman 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 Mark Moeller, to approve payroll checks numbered 010150 through 010216; housing checks numbered 027001 through 027083; Section 8 checks numbered 023550 through 023666, and Section 8 Direct Deposit transactions D00904 through D00955; Addison Place checks numbered 002603 through 002613; and Covered Bridge Manor checks numbered 001395 through 001406.

On a roll call vote:

Aye

Marjorie Briand
Seymour Osman
Mark Moeller

Nay

None

Reports

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

- Report of the Executive Director dated July 19, 2006. The Executive Director discussed his report at length with the Board. The Board approved the recommendation for a promotion at the Seymour Osman Community Center.
- Report of Housing Statistics for the Month of June, 2006. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of June 2006. The Board reviewed and discussed the report. No action was necessary.
- Report of Capital Fund Manager dated July 7, 2006. The Board reviewed and discussed the report with Otis Perry 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 July, 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 05/31/2006 were presented, along with the Quarterly Account Balance Report for the period ending 06/30/2006. The Board reviewed the financial reports with the Executive Director and no action was necessary.
- Policy Review. The Board reviewed the *Resident Initiatives Statement* and no changes were recommended.

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

Aye

Nay

Marjorie Briand
Seymour Osman
Mark Moeller

None

Resolutions

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

RESOLUTION NO. 2006-07-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$560.00 in security deposits and \$17.94 in interest, for a total of \$577.94 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 June 30, 2006.

On a roll call vote:

Aye

Nay

Marjorie Briand
Seymour Osman
Mark Moeller

None

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

RESOLUTION NO. 2006-07-02

WHEREAS, bids were advertised for **New Boiler Rooms, Boilers and Community Center Renovations** at Niles Park, Dover, NH; and

WHEREAS, two bids were received at the bid opening held July 18, 2006, at 9 a.m; and

WHEREAS, Beloin Construction, Inc. from Rochester, NH, submitted the lowest bid in the amount of \$457,000; and

WHEREAS, Beloin Construction, Inc. is not listed in the latest publication of "List of Parties Excluded from Federal Procurement or Non-Procurement Programs", published by the General Services Administration,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **New Boiler Rooms, Boilers and Community Center Renovations** at Niles Park is hereby awarded to Beloin Construction, Inc. in the amount of Four Hundred Fifty Seven Thousand Dollars (\$457,000.00).

On a roll call vote:

Aye

Nay

Marjorie Briand
Seymour Osman
Mark Moeller

None

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

RESOLUTION NO. 2006-07-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Program Coordinator* is hereby approved.

On a roll call vote:

Aye

Nay

Marjorie Briand
Seymour Osman
Mark Moeller

None

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

RESOLUTION NO. 2006-07-04

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 PHADA Legislative Forum, September 11-12, 2006, in Washington, D.C.

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

On a roll call vote:

Aye

Marjorie Briand
Seymour Osman
Mark Moeller

Nay

None

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

RESOLUTION NO. 2006-07-05

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 National Conference and Exhibition, October 15-17, 2006, in Atlanta, Georgia.

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

On a roll call vote:

Aye

Marjorie Briand
Seymour Osman
Mark Moeller

Nay

None

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

Miscellaneous

There was no miscellaneous information.

Old Business

There was no old business.

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 1:45 p.m.

Chairman _____ Date _____

Secretary _____ Date _____