

MINUTES

Regular Meeting
Dover Housing Authority
February 20, 2007
12:35 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, February 20, 2007, at 12:15 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chairman; Barbara Caron, Vice Chair; Marjorie Briand, Commissioner. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; May Glovinski, Deputy Director. John Pike and Mark Moeller were absent.

Minutes

The minutes of the regular meeting of January 30, 2007, were presented. Marjorie Briand 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. Marjorie Briand moved, seconded by Barbara Caron, to approve payroll checks numbered 010646 through 010667, and 010675 through 010681 (checks numbered 010639 through 010645 and 010668 through 010674 were voided); housing checks numbered 027741 through 027820; Section 8 checks numbered 024377 through 024480, and Section 8 Direct Deposit transactions D01265 through D01316; Addison Place checks numbered 002740 through 002756; and Covered Bridge Manor checks numbered 001504 through 001514.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand

Nay

None

Reports

Minutes
Dover Housing Authority
February 20, 2007
Page 2 of 7

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

- Report of the Executive Director dated February 15, 2007. The Executive Director discussed his report at length with the Board, calling attention to his request for approval to spend approximately \$7,000 to have a more formal appraisal of the waterfront property performed by American Property Counselors. The Board was in favor of the expenditure.
- Report of Housing Statistics for the Month of January, 2007. The Deputy Director reviewed the new reports with the Board and welcomed their input regarding the type of information they would like to be given. No action was necessary.
- Report from DHA Liaison Officer for the Month of January, 2007. The Board reviewed the report and no action was necessary.
- Report of Capital Fund Manager dated February 15, 2007. The Board reviewed and discussed the report with Otis Perry. Otis explained to the Board that the balcony repairs at Central Towers will be a major part of next year's Capital Fund activities. Otis also discussed with the Board his request to waive the bonding requirement for the recent St. John's interior decorating contract and his reasons therefor.
- Report of Senior Supportive Services Coordinator dated February, 2007. The Board reviewed and discussed the report. No action was necessary.
- Family Self-Sufficiency Program Report dated February, 2007. The Board reviewed and discussed the report. No action was necessary.
- Financial Reports. The Public Housing and Section 8 budget comparative statements for the period ended December 31, 2006 were presented. The Board reviewed the reports and no action was necessary.
- Policy Review. The Board reviewed the *Community Service and Self-Sufficiency Policy*. No changes were suggested.

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

Aye

Nay

John McCooey
Barbara Caron
Marjorie Briand

None

Resolutions

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

RESOLUTION NO. 2006-02-20-01

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 \$39.20 in interest, for a total of \$489.20 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 Dover Housing Authority Security Deposit Policy.

On a roll call vote:

Aye

Nay

John McCooey
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2007-02-20-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$17,190.34 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
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2007-02-20-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$10,939.66 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

John McCooley
Barbara Caron
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2007-02-20-04

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, every effort has been made to collect the unpaid balance; and

WHEREAS, due to the fact that some accounts are several years old and some of the vacated tenants are impossible to locate; and

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$1,760.76** is hereby approved.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2007-02-20-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Cathryn Conway-Dorr is hereby authorized to attend the 2007 *New England Resident Service Coordinators, Inc., 9th Annual Conference* in Brewster, Massachusetts, May 8-11, 2007.

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

On a roll call vote:

Aye

Nay

John McCooley
Barbara Caron
Marjorie Briand

None

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

RESOLUTION NO. 2007-02-20-06

WHEREAS, bids were advertised for **St. John's Housing for the Elderly First Floor Decorating**; and

WHEREAS, the work was estimated to cost less than \$25,000; and

WHEREAS, HUD regulations do not require bonding for contracts costing less than \$25,000, and

WHEREAS, only 2 bids were received and both exceeded the \$25,000 pre-bid estimate; and

WHEREAS, although the low bidder is not bonded, this contractor has completed several contracts for the Dover Housing Authority in the past in an exemplary manner,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the requirements for bonding under the DHA Procurement Policy are hereby waived and the Contract for St. John's Housing for the Elderly First Floor Decorating is hereby awarded to Murcon Construction in the amount of \$30,300.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand

Nay

None

Miscellaneous

The Commissioners reviewed miscellaneous informational items

Old Business

There was no old business.

New Business

There was no new business.

Adjournment

Barbara Caron moved for adjournment, seconded by Marjorie Briand. The meeting adjourned at 1:10 p.m.

Chairman

Date

Secretary

Date