

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
January 18, 2005  
12:16 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on January 18, 2005, at 12:16 p.m., at the Dover Housing Authority office. Those present were: Allan Krans; Seymour Osman; and Barbara Caron. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; and May Glovinski, Deputy Director. John McCooley and Marjorie Briand were absent.

The minutes of the regular meeting of December 21, 2004, were presented. Commissioner Osman moved, seconded by Commissioner Caron, to accept the minutes as presented. All were in favor.

### **Communications and Manifests**

The Payroll, Housing, and Section 8 check manifests were presented. Commissioner Caron moved, seconded by Commissioner Osman, to approve payroll checks numbered 008875 through 008947; housing checks numbered 025234 through 025334; Section 8 checks numbered 021187 through 021317, and Direct Deposit transaction D00135-D00169; Addison Place checks numbered 002237 through 002261; and Covered Bridge Manor checks numbered 001095 through 001103.

On a roll call vote:

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron

None

### **Reports**

Commissioner Osman moved to accept the following reports as presented, seconded by Commissioner Caron:

- o Report of Deputy Director dated January 14, 2005. The Board reviewed the report and no action was necessary.

- Report of Housing Statistics for the month of December. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the month of December. The Board reviewed the report and no action was necessary.
- Report of Capital Fund Manager dated January 14, 2005. The Board reviewed the report and no action was necessary.
- Report of the Senior Supportive Services Coordinator dated January, 2005. The Board reviewed the report and no action was necessary.
- Financial Report for the period ended November 30, 2004. The Board reviewed the report and no action was necessary.
- Policy Review. The ***Code of Ethics/Specific Rules of Conduct*** was reviewed. No changes were recommended at this time.

On a roll call vote, all were in favor of accepting the reports and policies as presented.

### **Resolutions**

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

#### **RESOLUTION NO. 2005-01-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$250.00 in security deposits and \$25.32 in interest, for a total of \$275.32 from Bank of New Hampshire 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 December 31, 2004.

On a roll call vote:

Aye

Allan Krans  
Seymour Osman  
Barbara Caron

Nay

None

**Miscellaneous**

There was no miscellaneous information.

**Old Business**

There was no old business.

**New Business**

There was no new business.

The meeting adjourned at 12:30 p.m. on a motion by Seymour Osman.

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Chairman

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Secretary