

MINUTES

Regular Meeting
Dover Housing Authority
March 15, 2005
12:00 noon

The Commissioners of the Dover Housing Authority met in regular session on March 15, 2005, at 12:00 noon at the Dover Housing Authority office. Those present were: John McCooey; Allan Krans; Seymour Osman; Barbara Caron; and Marjorie Briand. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Howard Gordon; May Glovinski, Deputy Director; Steve Stancel, City of Dover Planning Director; Dana Lynch, Cochecho Waterfront Development Advisory Board; DHA Liaison Officers Mark Leno and Joe Caproni.

After roll call, Chairman McCooey suspended the order of the agenda to hear a presentation by Dana Lynch and Steve Stancel on the progress of the Dover Housing Authority's Cochecho Waterfront Advisory Board.

Mr. Stancel handed out copies of the latest draft of the *Cochecho Waterfront Design Charrette*. Mr. Lynch presented the Board with aerial photos of the waterfront area along with several renderings of possible uses of the area. After their presentation, Mr. Lynch and Mr. Stancel answered questions from the Commissioners.

Mr. Lynch and Mr. Stancel left at 12:50 p.m. and the regular order of the agenda resumed.

The minutes of the regular meeting of February 15, 2005, were presented. Attorney Krans moved, seconded by Commissioner Briand, to accept the minutes as presented. All were in favor.

Communications and Manifests

The Payroll, Housing, and Section 8 check manifests were presented. Attorney Krans moved, seconded by Commissioner Briand, to approve payroll checks numbered 009013 through 009075; housing checks numbered 025433 through 025532; Section 8 checks numbered 021452 through 021588, and Section 8 Direct Deposit transactions D00206-D00242; Addison Place checks numbered 002274 through 002291; and Covered Bridge Manor checks numbered 001114 through 001132.

On a roll call vote:

Aye

John McCooley
Allan Krans
Seymour Osman
Marjorie Briand
Barbara Caron

Nay

None

Reports

Attorney Krans moved to accept the following reports as presented, seconded by Commissioner Briand:

- Report of the Executive Director dated March 11, 2005. The Board reviewed and discussed the report. The Board agreed to change the date of the next meeting to April 12.
- Report of Housing Statistics for the month of February. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the month of February. The Board reviewed and discussed the report with Officers Mark Leno and Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated March 11, 2005. The Board reviewed and discussed the report with Otis Perry. No action was necessary.
- There was no report of the Senior Supportive Services Coordinator this month.
- Financial Report for the period ended January 31, 2005. The Board reviewed and discussed the report with Howard Gordon. No action was necessary.
- Policy Review. The ***Antiharassment Policy*** was reviewed. No changes were necessary.

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

Resolutions

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

RESOLUTION NO. 2005-03-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,010.00 in security deposits and \$49.99 in interest, for a total of \$1,059.99 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 February 28, 2005.

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman
Marjorie Briand
Barbara Caron

None

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

RESOLUTION NO. 2005-03-02

**PHA/IHA Board Resolution (form HUD-52574)
Approving Operating Budget or Calculation of
Performance Funding System Operating Subsidy
(See Resolution Book for Text)**

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand
Barbara Caron

None

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

RESOLUTION NO. 2005-03-03

BE IT RESOLVED, that the Dover Housing Authority agrees to grant a maintenance access easement to Mr. and Mrs. Randy Palmer, 19 Union Street, Dover, NH, for the purposes outlined in a letter dated March 3, 2005, from their Attorney, James H. Schulte, provided the Palmers receive permission from the City of Dover to replace their existing garage with their proposed addition.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand
Barbara Caron

None

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

RESOLUTION NO. 2005-03-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Section 8 Housing Choice Voucher Family Self-Sufficiency Action Plan** dated March 15, 2005, is hereby approved, as attached.

BE IT FURTHER RESOLVED, that this Action Plan be added to the Dover Housing Authority Policy Manual and reviewed periodically.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand
Barbara Caron

None

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

RESOLUTION NO. 2005-03-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Joyce Luvisi and Myra Maurice are hereby authorized to attend the Nan McKay Section 8 HCV Update and HCV Rent Calculation Seminars, May 2-6, 2005, in Hartford, CT.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at these seminars are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans

None

Seymour Osman
Marjorie Briand
Barbara Caron

Attorney Krans left at 1:10 p.m.

Miscellaneous

The Board reviewed newspaper articles from *Foster's* on the Waterfront development, a *Community News* article on the Waterfront development, a thank-you from Dover Children's Fire & Safety Festival and a letter from NAHRO.

Old Business

There was no old business.

New Business

There was no new business.

The meeting adjourned at 1:25 p.m. on a motion by Commissioner Osman.

Chairman

Secretary