

MINUTES

Regular Meeting
Dover Housing Authority
April 12, 2005
12:00 noon

The Commissioners of the Dover Housing Authority met in regular session on April 12, 2005, at 12:20 p.m. at the Dover Housing Authority office. Those present were: John McCooey; Allan Krans; Seymour Osman; and Barbara Caron. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Attorney Paul Pike; DHA Liaison Officers Mark Leno and Joe Caproni; and May Glovinski, Deputy Director. Marjorie Briand was absent.

The minutes of the regular meeting of March 15, 2005, were presented. Attorney Krans moved, seconded by Commissioner Osman, 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. Commissioner Osman moved, seconded by Commissioner Caron, to approve payroll checks numbered 009076 through 009138; housing checks numbered 025533 through 025627; Section 8 checks numbered 021589 through 021722, and Section 8 Direct Deposit transactions D00243 through D00277; Addison Place checks numbered 002292 through 002313; and Covered Bridge Manor checks numbered 001133 through 001145.

On a roll call vote:

Aye

John McCooey
Allan Krans
Seymour Osman
Barbara Caron

Nay

None

Reports

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

- Report of the Executive Director dated April 7, 2005. The Board held an in-depth discussion on the status of the waterfront development. With regard to the hazardous waste issue, Attorney Paul Pike informed the Board that he had reviewed the Dover Housing Authority's liability policy and found that the policy contained certain exclusions, in particular, an exclusion for any bodily injury resulting from pollutants. Further discussion resulted in the Board's request that the Dover Housing Authority seek indemnification from the City of Dover and that the City of Dover be named "additional insured" on the Dover Housing Authority's liability policy. In addition, the Board would like to get a ruling from our insurance company regarding the Dover Housing Authority's potential hazardous waste liability exposure due to our involvement in the waterfront development.

The Board also agreed to sponsor a foursome in the 5th Annual Dover Rotary Charities Golf Tournament.

- Report of Housing Statistics for the month of March. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the month of March. The Board reviewed and discussed the report with Officers Mark Leno and Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated April 5, 2005. The Board reviewed and discussed the report with Otis Perry. Otis also handed out a memo to the Board dated 4/11/05 explaining in detail the status of the proposed energy management agreement with Ameresco. The Board discussed at length the proposed energy management services.
- Report of Senior Supportive Services Coordinator. The Board reviewed the report and no action was necessary.
- Financial Report for the period ended February 28, 2005. The Board reviewed the report and no action was necessary.
- Policy Review. The **Smoking Policy** was presented. After review and discussion, it was suggested the policy be revised to prohibit smoking on all DHA

property with the exception of residents' apartments. The Executive Director agreed to make revisions to the policy and present it for review and approval at a future Board meeting.

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

Resolutions

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

RESOLUTION NO. 2005-04-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$400.00 in security deposits and \$22.43 in interest, for a total of \$422.43 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 March 31, 2005.

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman
Barbara Caron

None

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

RESOLUTION NO. 2005-04-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the e-mail/telephone poll conducted on March 23, 2005, which authorized Cathryn Conway-Dorr to attend the 7th Annual Conference of Resident Service Coordinators in Rockport, Maine, May 2-4, 2005, is hereby approved, ratified, and confirmed.

BE IT FURTHER RESOLVED that all expenses in connection with her attendance at this conference are hereby approved.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooley	None
Allan Krans	
Seymour Osman	
Barbara Caron	

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

RESOLUTION NO. 2005-04-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the proposed changes, as attached, to the Section 8 Administrative Plan are hereby approved. (See Resolution Book for text of proposed changes.)

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooley	None

Allan Krans
Seymour Osman
Barbara Caron

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

RESOLUTION NO. 2005-04-04

**PHA Certifications of Compliance with the PHA Plans and Related Regulations:
Board Resolution to Accompany the *Standard Annual, Standard 5-Year/Annual,*
and Streamlined 5-Year/Annual PHA Plans
(See Resolution Book for text)**

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Barbara Caron

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 1:15 p.m. on a motion by Commissioner Osman.

Chairman

Secretary