

## MINUTES

Regular Meeting  
Dover Housing Authority  
May 17, 2005  
12:00 noon

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The Commissioners of the Dover Housing Authority met in regular session on May 17, 2005, at 12 noon at the Dover Housing Authority office. Those present were: Allan Krans; Seymour Osman; Marjorie Briand; and Barbara Caron. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; May Glovinski, Deputy Director; DHA Liaison Officer Joe Caproni; and Janice DeBarros, Vice President of Ameresco. John McCooley was absent.

The minutes of the regular meeting of April 12, 2005, were presented. Commissioner Caron 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 009139 through 009198; housing checks numbered 025628 through 025748; Section 8 checks numbered 021723 through 021868, and Section 8 Direct Deposit transactions D00278 through D00315; Addison Place checks numbered 002314 through 002345; and Covered Bridge Manor checks numbered 001146 through 001168.

On a roll call vote:

Aye

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

Nay

None

Vice Chairman Krans waived the order of the agenda to allow Janice DeBarros to make her presentation to the Board regarding the proposed Energy Services Agreement between Dover Housing Authority and Ameresco.

After an informative presentation and question and answer period, Commissioner Osman moved, seconded by Commissioner Briand for the adoption of the following resolution:

**RESOLUTION NO. 2005-05-05**

WHEREAS, the Dover Housing Authority Board of Commissioners have determined that a true need exists for the acquisition of the Equipment described in the Energy Services Agreement dated \_\_\_\_\_, 2005 by and between Authority and Ameresco presented to this meeting; and

WHEREAS, the Dover Housing Authority Board of Commissioners desire to finance the acquisition of such Equipment on the terms and conditions set forth in the Master Equipment Lease/Purchase Agreement to be dated the date of execution thereof by and between the Authority and the Banc of America Leasing and Capital, LLC; and

WHEREAS, the Dover Housing Authority has taken the necessary steps, including any applicable public bidding requirements, under applicable law to arrange for the acquisition of such Equipment.

BE IT RESOLVED, by the Dover Housing Authority Board of Commissioners that the terms of said Energy Services Agreement, and Master Equipment Lease/Purchase Agreement (collectively, the "Agreements") are in the best interests of Authority for the acquisition and financing of such Equipment, and the Dover Housing Authority Board of Commissioners designate and confirm the following persons to execute and deliver, and to witness (or attest), respectively, the Agreements and any related documents necessary to them are in the best interests of Lessee for the acquisition of such Equipment, and the governing body authorizes and directs the *Executive Director* to execute and deliver on behalf of Lessee the Municipal Lease and Option Agreement and any related documents necessary to the consummation of the transactions contemplated by the Agreements:

\_\_\_\_\_

(Name of Person Executing Agreements)

(Title)

BE IT FURTHER RESOLVED, that Lessee hereby designates the lease obligation

contemplated by the Master Equipment Lease/Purchase Agreement as a "qualified tax-exempt obligation" for purposes of Section 265(b)(3) of the Internal Revenue Code of 1986, as amended (the "Code"), and covenants that the Master Equipment Lease/Purchase Agreement does not constitute a "private activity bond", as defined in Section 141 of the Code, and that not more than \$10,000,000 in aggregate principal amount of obligations the interest on which is excludable from gross income for federal income tax purposes (excluding, however, private activity bonds, as defined in Section 141 of the Code, other than qualified 501(c)(3) bonds, as defined in Section 145 of the Code), including the Master Equipment Lease/Purchase Agreement, have been or shall be issued by Lessee, including all subordinate entities of Lessee and all entities which issue obligations on behalf of Lessee, during the calendar year 2005.

On a roll call vote:

| <u>Aye</u>   | <u>Nay</u> |
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| Allan Krans<br>Seymour Osman<br>Barbara Caron<br>Marjorie Briand | None       |

Ms. DeBarros and Otis Perry left the meeting and the regular order of the agenda resumed.

### **Reports**

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

- Report of the Executive Director dated May 12, 2005. The Board discussed the status of the waterfront development. The Board also discussed the proposed FY 2006 Operating Budget and the Executive Director informed the Board that he was also recommending the promotion of a Maintenance Aide to a Maintenance Mechanic.
- Report of Housing Statistics for the month of April. The Board reviewed the report and no action was necessary.

- Report from DHA Liaison Officer for the month of April. The Board reviewed and discussed the report with DHA Liaison Officer Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated May 10, 2005. The Board reviewed the report and no action was necessary.
- Report of Senior Supportive Services Coordinator. The Board reviewed the report and no action was necessary.
- Financial Report for the period ended March 31, 2005. The Board reviewed the report and no action was necessary.
- Policy Review. There was no policy review this month.

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

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

### **Resolutions**

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

#### **RESOLUTION NO. 2005-05-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$550.00 in security deposits and \$33.66 in interest, for a total of \$583.66 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 April 30, 2005.

On a roll call vote:

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-05-02**

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; 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

WHEREAS, the Operating Budget for fiscal year 2005 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$5,002.37** is hereby approved.

On a roll call vote:

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-05-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$220.00 from Bank of New Hampshire Account No. 35-232551-20, which is the Section 8 Family Self-Sufficiency (FSS) Escrow Account.

BE IT FURTHER RESOLVED, that these funds will be a partial disbursement on behalf of an FSS program participant to help achieve her FSS goals.

On a roll call vote:

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-05-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Housing Authority, that the Operating Budget for Fiscal Year Ending 6/30/2006 is hereby approved.

On a roll call vote:

Aye

Nay

Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

**Miscellaneous**

There was no miscellaneous information.

**Old Business**

There was no old business.

**New Business**

The Board authorized the Executive Director to enter a foursome to represent the Dover Housing Authority in the 2005 Wentworth-Douglass Hospital & Health Foundation *Pete Gabarro Memorial Golf Classic* on September 13, 2005 at the Cochecho Country Club.

May Glovinski informed the Board that the Dover Housing Authority would be submitting another grant application to continue funding the Section 8 Family Self-Sufficiency Coordinator position. The Board made known their support of this worthwhile program.

The meeting adjourned at 1:10 p.m. on a motion by Commissioner Caron.

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Chairman

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Secretary