

MINUTES

Regular Meeting
Dover Housing Authority
July 19, 2005
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on July 19, 2005, at 12:20 p.m. at the Dover Housing Authority office. Those present were: John McCooey; Allan Krans; and Seymour Osman. Also present were: Jack Buckley, Executive Director; and Otis Perry, Capital Fund Manager. Barbara Caron and Marjorie Briand were absent.

The minutes of the regular meeting of June 21, 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 Attorney Krans, to approve payroll checks numbered 009289 through 009349; housing checks numbered 025864 through 025930; Section 8 checks numbered 022005 through 022130, and Section 8 Direct Deposit transactions D00355 through D00392; Addison Place checks numbered 002360 through 002371; and Covered Bridge Manor checks numbered 001185 through 001202.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman

None

Reports

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

- Report of the Executive Director dated July 13, 2005. The Executive Director went over the reorganization and proposed salary changes at the Seymour Osman Community Center. The Board unanimously approved the reorganization and proposed salary changes.

The Executive Director updated the Board on the status of the waterfront development. He said the Advisory Committee will be meeting again next week to determine what the next step will be in terms of the 4 developers who responded to the RFQ.

- Report of Housing Statistics for the month of June. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the month of June. The Board reviewed the report and no action was necessary.
- Report of Capital Fund Manager dated July 12, 2005. The Board reviewed the report and no action was necessary.
- Report of Senior Supportive Services Coordinator. There was no report this month.
- Financial Report for the period ended May 31, 2005. The Board reviewed the report and no action was necessary.
- Quarterly Investment Report for period ended June 30, 2005. The Board reviewed the report and no action was necessary.
- Policy Review. The Board reviewed the *Security Deposit Policy* and no changes were necessary.

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

Aye
John McCooey
Allan Krans
Seymour Osman

Nay
None

Resolutions

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

RESOLUTION NO. 2005-07-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$850.00 in security deposits and \$20.13 in interest, for a total of \$870.13 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 Housing Statistics Report dated June 30, 2005.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman

None

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

RESOLUTION NO. 2005-07-02

BE IT RESOLVED, that the Commissioners of the Dover Housing Authority, hereby authorize the Executive Director to submit an application for grant funding under the **Public Housing Resident Opportunities and Self-Sufficiency (ROSS) Program Resident Services Delivery Models--Family** in accordance with the regulations and guidance in the Federal Register dated March 21, 2005.

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman

None

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

RESOLUTION NO. 2005-07-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *21st Century Community Learning Center (CCLC) Project Director* is hereby approved.

(See Resolution Book for text of Job Description)

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman

None

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

RESOLUTION NO. 2005-07-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *21st Century Community Learning Center (CCLC) Project Coordinator* is hereby approved.

(See Resolution Book for text of Job Description)

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman

None

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

RESOLUTION NO. 2005-07-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached job description for the position of *Seymour Osman Community Center (SOCC) Site Coordinator* is hereby approved.

(See Resolution Book for text of Job Description)

On a roll call vote:

Aye

Nay

John McCooley
Allan Krans
Seymour Osman

None

Miscellaneous

The Board reviewed *Family Self-Sufficiency Program* News and articles from *Foster's Daily Democrat* involving the Waterfront.

Old Business

There was no old business.

New Business

Otis Perry reviewed with the Board the 2 bids he received for the work at Waldron Towers. Otis Perry, as well as Jerry Wuebbolt, the architect hire for this job, both reviewed the bids as well as discussed the work with the owner of D & D Restoration and they both felt confident that the owner included all the necessary work in his bid and therefore recommended the Board award the work to D & D Restoration.

Attorney Krans moved, seconded by Commissioner Osman, to award the roofing, stucco and railing work at Waldron Towers to D & D Restoration in the amount of \$231,198. All were in favor of the motion.

The Executive Director notified the Board that the Portsmouth Children's Museum was seriously considering relocating its facility to the Butterfield Gym which would strongly help connect the downtown area to the waterfront. In view of the Dover Housing Authority's role in developing the waterfront, Attorney Krans moved to contribute \$500 per year, indefinitely, to the Museum if they relocate to Dover, seconded by Commissioner Osman. All were in favor.

The meeting adjourned at 1:38 p.m. on a motion by Commissioner Osman.

Chairman _____ Date _____

Secretary _____ Date _____