

## MINUTES

Regular Meeting  
Dover Housing Authority  
August 16, 2005  
12:05 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on August 16, 2005, at 12:05 p.m. at the Dover Housing Authority office. Those present were: John McCooey; Allan Krans; Barbara Caron; Seymour Osman; and Marjorie Briand. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; DHA Liaison Officer Joe Caproni; and May Glovinski, Deputy Director.

The minutes of the regular meeting of July 19, 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 Briand, to approve payroll checks numbered 009350 through 009378; housing checks numbered 025931 through 026023; Section 8 checks numbered 022131 through 022281, and Section 8 Direct Deposit transactions D00393 through D00426; Addison Place checks numbered 002372 through 002387; and Covered Bridge Manor checks numbered 001203 through 001216.

On a roll call vote:

#### Aye

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

#### Nay

None

### Reports

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

- Report of the Executive Director dated August 8, 2005. The Executive Director informed the Board that interviews were held with two of the prospective Waterfront developers and that interviews with two more developers would be held next week. A lengthy discussion followed. Attorney Krans asked the Executive Director to be aware of the developers' proposed timelines.

Report of Housing Statistics for the Month of July. The Board reviewed the report and no action was necessary.

- Report from DHA Liaison Officer for the Month of July. Officer Caproni discussed the report with the Board and no action was necessary.
- Report of Capital Fund Manager dated August 12, 2005. The Board reviewed the report and agreed to award the contract for roof and balcony work at Waldron Towers to D&D Restorations for a total of \$266,198. No other action was necessary.
- Report of Senior Supportive Services Coordinator for the Month of July. The Board reviewed the report and no action was necessary.
- Financial Report. The fiscal year end financial reports will be presented at the next regular meeting.
- Quarterly Investment Report. The next quarterly investment report will be presented at the October meeting.
- Policy Review. The Board reviewed the *Check Signing Authorization Policy* and no changes were necessary.

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

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman

None

Barbara Caron  
Marjorie Briand

**Resolutions**

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

**RESOLUTION NO. 2005-08-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$300.00 in security deposits and \$9.77 in interest, for a total of \$309.77 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 July 31, 2005.

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-02**

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

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that staff members and Board members are hereby authorized to attend the 2005 Tri-State Housing Conference, September 18-21, at The Balsams, Dixville Notch, New Hampshire.

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

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend NAHRO's 2005 National Conference and Exhibition, October 9-11, 2005, in Chicago, Illinois.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-05**

WHEREAS, the Dover Housing Authority requested proposals for auditing services; and

WHEREAS, Otis/Atwell was the only firm to submit a proposal; and

WHEREAS, Otis/Atwell has performed auditing services for the Dover Housing Authority in previous years and is qualified to audit housing authority financial statements in accordance with Generally Accepted Accounting Principles,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to award the contract for audit services for the periods ending 06/30/2005, 06/30/2006 and 06/30/2007 to Otis/Atwell, Certified Public Accountants, South Portland, ME, in the amount of \$8,500 for the first year \$9,000 for the second year, and \$9,200 for the third year.

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-06**

WHEREAS, HUD's Real Estate Assessment Center (REAC) has implemented various components of the new Public Housing Assessment System (PHAS); and

WHEREAS, one of the four key indicators of PHAS is the Management Operations Indicator which measures a housing authority's management capabilities; and

WHEREAS, in order to assess an entity's management operations effectiveness, REAC has developed the Management Assessment Subsystem (MASS), an online program which replaces the annual submission of the former PHMAP Certification,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Public Housing Assessment System (PHAS) Management Operations Certification for the fiscal year ended June 30, 2005, is hereby approved for electronic submission to HUD.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Allan Krans	
Seymour Osman	
Barbara Caron	
Marjorie Briand	

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

**RESOLUTION NO. 2005-08-07**

WHEREAS, on September 10, 1998, a Final Rule was published in the Federal Register establishing the Section 8 Management Assessment Program (SEMAP) to measure Public Housing Agency management performance in 14 key areas of the Section 8 tenant-based assistance programs; and

WHEREAS, in accordance with these regulations, Housing Authorities are required to submit a SEMAP Certification addressing each of the 14 areas and to certify the accuracy of the information,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the SEMAP Certification for the fiscal year ended June 30, 2005, is hereby approved for electronic submission.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Allan Krans	
Seymour Osman	
Barbara Caron	
Marjorie Briand	

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

**RESOLUTION NO. 2005-08-08**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA Legislative Forum, September 12-13, 2005, in Washington, D.C.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-08-09**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director and Commissioners are hereby authorized to attend the PHADA 2006 Commissioners Conference, January 8-11, 2006, in St. Pete Beach, Florida.

BE IT FURTHER RESOLVED, that all expenses related to this conference are hereby approved.

On a roll call vote:

Aye

John McCooley  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

Nay

None

**Miscellaneous**

The Board reviewed various articles from *Foster's Daily Democrat* involving the Waterfront development.

**Old Business**

There was no old business.

**New Business**

There was no new business.

The meeting adjourned at 1:04 p.m. on a motion by Commissioner Osman.

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Chairman Date

\_\_\_\_\_  
Secretary Date