

## **MINUTES**

Regular Meeting  
Dover Housing Authority  
September 20, 2005  
12:05 p.m.

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The Commissioners of the Dover Housing Authority met in regular session on September 20, 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 Officers Joe Caproni and Mark Leno; Howard Gordon, Accountant; and May Glovinski, Deputy Director.

The minutes of the regular meeting of August 16, 2005, were presented. Commissioner Osman moved, seconded by Commissioner Briand, 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 009379 through 009501; housing checks numbered 026024 through 026118; Section 8 checks numbered 022282 through 022421, and Section 8 Direct Deposit transactions D00427 through D00468; Addison Place checks numbered 002388 through 002410; and Covered Bridge Manor checks numbered 001217 through 001234.

On a roll call vote:

#### Aye

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

#### Nay

None

### **Reports**

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

- Report of the Executive Director dated September 16, 2005. The Executive Director discussed his report at length with the Board and informed them of the status of the waterfront development.
- Report of Housing Statistics for the Month of August. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the Month of August. Officer Leno and Officer Caproni discussed the report with the Board and no action was necessary.
- Report of Capital Fund Manager dated September 5, 2005. Otis Perry discussed his report with the Board. No action was necessary.
- Report of Senior Supportive Services Coordinator for the Month of August. The Board reviewed the report and no action was necessary.
- Family Self-Sufficiency Program Update September 2005. The Board reviewed the report and no action was necessary.
- Financial Report. The June 30 year-end reports were presented for review. Howard Gordon discussed the reports with the Board and held a lengthy discussion regarding the reasons for budget deficits such as unpredictable utility costs in public housing and loss of administrative fees in the Section 8 program.
- Quarterly Investment Report. The next quarterly investment report will be presented at the October meeting.
- Policy Review. The Board reviewed the *Disposition 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  
Barbara Caron  
Marjorie Briand

None

**Resolutions**

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

**RESOLUTION NO. 2005-09-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,650.00 in security deposits and \$62.19 in interest, for a total of \$1,712.69 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 August 31, 2005.

On a roll call vote:

Aye

Nay

John McCooey  
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. 2005-09-02**

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 amount of this write-off will be reflected in the Operating Budget for FYE 2006,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$28,507.79** is 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. 2005-09-03**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Investment Policy** is hereby amended by adding the

following line at the end of the policy:

*“The Dover Housing Authority Board of Commissioners will receive a detailed quarterly investment report for review and approval.”*

On a roll call vote:

Aye

Nay

John McCooley  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-09-04**

WHEREAS, the Dover Housing Authority is currently provided natural gas via a master meter and Dover Housing Authority-owned underground pipe lines; and

WHEREAS, the Dover Housing Authority wishes to abandon the existing undersized system in favor of a system with capacity to provide fuel for individual boilers at each building; and

WHEREAS, the Dover Housing Authority is served by Northern Utilities as the sole source supplier of natural gas; and

WHEREAS, there are significant cost and efficiency savings to be had by converting the heating and domestic hot water system from a central boiler plant to individual boilers for each building; and

WHEREAS, new underground gas lines are necessary for this purpose; and

WHEREAS, Capital Improvement Budget 501-05 has allocated funds for the

construction of the gas line,

NOW, THEREFORE, BE IT RESOLVED, by the Board of Commissioners of the Dover Housing Authority, that the Executive Director is authorized to sign a contract with Northern Utilities for the installation of the underground gas lines at Niles Park for a price not to exceed \$32,000.

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

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

**RESOLUTION NO. 2005-09-05**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Myra Maurice is hereby authorized to attend Spectrum Seminars, Inc., Tax Credit Symposium, October 26-28, 2005, Boston, MA.

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

On a roll call vote:

Aye

Nay

John McCooey  
Allan Krans  
Seymour Osman  
Barbara Caron  
Marjorie Briand

None

**Miscellaneous**

The Board reviewed a thank you note and various articles from *Foster's Daily Democrat* involving the Waterfront development.

**Old Business**

There was no old business.

**New Business**

The Deputy Director informed the Board that HUD had created a new program known as Katrina Disaster Housing Assistance Program (KDHAP) for victims of Hurricane Katrina. HUD has asked housing authorities across the country to consider revising their admissions policies to accommodate hurricane victims who are seeking replacement housing.

After discussion, the Board instructed the Executive Director to deal with this issue on a case-by-case basis and not make any changes to the Admissions policy at this point in time.

The meeting adjourned at 1:20 p.m. on a motion by Commissioner Osman.

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Chairman Date

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