

MINUTES

Regular Meeting
Dover Housing Authority
December 20, 2005
11:15 a.m.

The Commissioners of the Dover Housing Authority met in regular session on December 20, 2005, at 11:15 a.m. at the Blue Latitudes Restaurant in Dover. Those present were: John McCooey, Chair; Barbara Caron, Commissioner; Seymour Osman, Commissioner; Mark Moeller, Commissioner; and Marjorie Briand, Commissioner. 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 November 15, 2005, were presented. Commissioner Osman moved, seconded by Commissioner Briand, to accept the minutes as presented. All were in favor.

The minutes of executive session of November 15, 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 Caron moved, seconded by Commissioner Briand, to approve payroll checks numbered 009654 through 009740; housing checks numbered 026328 through 026425; Section 8 checks numbered 022713 through 022848, and Section 8 Direct Deposit transactions D00554 through D00599; Addison Place checks numbered 002456 through 002474; and Covered Bridge Manor checks numbered 001265 through 001283.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

Reports

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

- Report of the Executive Director dated December 16, 2005. The Executive Director briefed the Board on the status of the Waterfront development and answered general questions of Commissioner Mark Moeller regarding the operation of the Dover Housing Authority.
- Report of Housing Statistics for the Month of November 2005. The Board reviewed and discussed the report. No action was necessary.
- Report from DHA Liaison Officer for the Month of November 2005. The Board reviewed and discussed the report with DHA Liaison Officer Joe Caproni. No action was necessary.
- Report of Capital Fund Manager dated December 15, 2005. The Board reviewed and discussed the report with Otis Perry. No action was necessary.
- Report of Senior Supportive Services Coordinator for the Month of December 2005. The Board reviewed the report and asked questions about the new Medicare Part D Program as well as the Fire Department grant for educational programs. The Executive Director informed the Board that the Supportive Services Coordinator was counseling our elderly residents regarding the Medicare program. He also informed the Board that the grant received by the Fire Department would provide city-wide educational programs which could greatly benefit Dover Housing Authority's elderly residents.
- Family Self-Sufficiency Program Update December 2005. The Board reviewed the report and no action was necessary.
- Financial Reports. The financial reports for the Public Housing program and the Section 8 program for the period ended 09/30/2005 were presented. The Board reviewed the reports and no action was necessary.

- o Policy Review. There was no Policy Review this month.

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

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

Resolutions

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

RESOLUTION NO. 2005-12-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,100.00 in security deposits and \$44.68 in interest, for a total of \$1,144.68 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 November 30, 2005.

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

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

RESOLUTION NO. 2005-12-02

**PHA/IHA Board Resolution
Approving Operating Budget or Calculation of
Performance Funding System Operating Subsidy**

(See Resolution Book for text)

On a roll call vote:

Aye

Nay

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

None

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

RESOLUTION NO. 2005-12-03

NOW, THEREFORE, BE IT RESOLVED by the Commissioners of the Dover Housing Authority, that the Dover Housing Authority staff appreciation luncheon is hereby formally authorized to be held on Tuesday, December 20th at the Blue Latitudes Restaurant.

BE IT FURTHER RESOLVED, that all costs associated with the luncheon be paid by the Dover Housing Authority.

BE IT FURTHER RESOLVED, that the Commissioners authorize the Executive Director to purchase a gift for Attorney Allan Krans, who recently resigned from the Dover Housing Authority Board after over 20 years of service to the DHA.

On a roll call vote:

Aye

John McCooey
Seymour Osman
Barbara Caron
Marjorie Briand
Mark Moeller

Nay

None

Miscellaneous

None.

Old Business

There was no old business.

New Business

Chairman McCooey asked that the next regular meeting be held on January 24, 2006, instead of January 17, due to the possibility of a lack of a quorum. All were agreeable to the change.

Regular session adjourned at 12:15 p.m. on a motion by Commissioner Osman.

Chairman Date

Secretary Date