

MINUTES

Regular Meeting
Dover Housing Authority
February 15, 2005
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on February 15, 2005, at 12:15 p.m., at the Dover Housing Authority office. Those present were: John McCooey; Allan Krans; Seymour Osman; and Marjorie Briand. Also present were: Jack Buckley, Executive Director; Otis Perry, Capital Fund Manager; Attorney Paul Pike; and May Glovinski, Deputy Director. Barbara Caron was absent.

The minutes of the regular meeting of January 18, 2005, were presented. Commissioner Osman moved, seconded by Attorney Krans, to accept the minutes as presented. All were in favor.

Communications and Manifests

The Payroll, Housing, and Section 8 check manifests were presented. Commissioner Briand moved, seconded by Commissioner Osman, to approve payroll checks numbered 008949 through 009012; housing checks numbered 025335 through 025420; Section 8 checks numbered 021318 through 021451, and Direct Deposit transaction D00170-D00205; Addison Place checks numbered 002262 through 002273; and Covered Bridge Manor checks numbered 001104 through 001113.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

Reports

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

- Report of the Executive Director dated February 11, 2005. The Board held an in-depth discussion of the proposed Cochecho Waterfront development. The Executive Director suggested inviting Dana Lynch and Steve Stancel to the next Board meeting to update the Commissioners on the Waterfront development.
- Report of Housing Statistics for the month of January. The Board reviewed the report and no action was necessary.
- Report from DHA Liaison Officer for the month of January. The Board reviewed the report and no action was necessary.
- Report of Capital Fund Manager dated February 7, 2005. Otis Perry updated the Board on the status of our energy audits for all of our public housing developments.
- Report of the Senior Supportive Services Coordinator dated February, 2005. The Board reviewed the report and no action was necessary.
- Financial Report for the period ended December 31, 2004. The Executive explained advised the Board that a budget revision would be necessary to address some of the overruns as a result of unforeseen contract and maintenance costs.
- Policy Review. The ***Policy Relative to Use of Dover Housing Authority Property for Political Purposes*** was reviewed. Recommended changes were adopted under "Resolutions."

On a roll call vote, all were in favor of accepting the reports as presented.

Resolutions

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

RESOLUTION NO. 2005-02-01

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

Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,000.00 in security deposits and \$18.51 in interest, for a total of \$1,018.51 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 January 31, 2005.

On a roll call vote:

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

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

RESOLUTION NO. 2005-02-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Personnel Policy is hereby revised as follows:

In the section, "MEDICAL COVERAGE", after the first paragraph, add the following paragraph,

"Regular, full-time employees having alternative health insurance coverage may elect to receive a cash payment in lieu of participating in the health insurance program offered through the Dover Housing Authority provided they show satisfactory proof of coverage in a non-Dover Housing Authority health insurance plan. The cash payment will be in the amount equal to 30 percent of the DHA's avoided cost and will be distributed on a bi-weekly basis through payroll. The payment will be made during the pay periods in the month **following** the month the employee would have had coverage under the Dover Housing Authority. To receive this payment, an employee must

complete a cash option election form at initial hire or open enrollment period. Should employment with the Dover Housing Authority be terminated, an employee who elected the cash payment option shall be eligible to receive the cash payment, for the month in which termination occurred, as part of any severance amount.”

and,

In the section, “DENTAL COVERAGE”, after the first paragraph, add the following paragraph:

“Regular, full-time employees having alternative dental insurance coverage may elect to receive a cash payment in lieu of participating in the dental insurance program offered through the Dover Housing Authority provided they show satisfactory proof of coverage in a non-Dover Housing Authority dental insurance plan. The cash payment will be in the amount equal to 30 percent of the DHA’s avoided cost and will be distributed on a bi-weekly basis through payroll. The payment will be made during the pay periods in the month **following** the month the employee would have had coverage under the Dover Housing Authority. To receive this payment, an employee must complete a cash option election form at initial hire or open enrollment period. Should employment with the Dover Housing Authority be terminated, an employee who elected the cash payment option shall be eligible to receive the cash payment, for the month in which termination occurred, as part of any severance amount.”

So the new sections will now read,

MEDICAL COVERAGE

The Dover Housing Authority provides group health insurance through the New Hampshire Municipal Association Health Insurance Trust. The Authority pays the entire cost of health insurance for single, two-person, or family membership.

Regular, full-time employees having alternative health insurance coverage may elect to receive a cash payment in lieu of participating in the health insurance program offered through the Dover Housing Authority provided they show satisfactory proof of coverage in a non-Dover Housing Authority health insurance plan. The cash payment will be in

the amount equal to 30 percent of the DHA's avoided cost and will be distributed on a bi-weekly basis through payroll. The payment will be made during the pay periods in the month **following** the month the employee would have had coverage under the Dover Housing Authority. To receive this payment, an employee must complete a cash option election form at initial hire or open enrollment period. Should employment with the Dover Housing Authority be terminated, an employee who elected the cash payment option shall be eligible to receive the cash payment, for the month in which termination occurred, as part of any severance amount.

and

DENTAL COVERAGE

The Dover Housing Authority pays the cost of dental insurance for full-time employees.

Regular, full-time employees having alternative dental insurance coverage may elect to receive a cash payment in lieu of participating in the dental insurance program offered through the Dover Housing Authority provided they show satisfactory proof of coverage in a non-Dover Housing Authority dental insurance plan. The cash payment will be in the amount equal to 30 percent of the DHA's avoided cost and will be distributed on a bi-weekly basis through payroll. The payment will be made during the pay periods in the month **following** the month the employee would have had coverage under the Dover Housing Authority. To receive this payment, an employee must complete a cash option election form at initial hire or open enrollment period. Should employment with the Dover Housing Authority be terminated, an employee who elected the cash payment option shall be eligible to receive the cash payment, for the month in which termination occurred, as part of any severance amount.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

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

RESOLUTION NO. 2005-02-03

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the revised ***Policy Relative to Use of Dover Housing Authority Property for Political Purposes***, as attached.

On a roll call vote:

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

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

RESOLUTION NO. 2005-02-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to the Capital Fund Program Grant No. NH36P00350104 is hereby approved.

On a roll call vote:

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

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

following resolution:

RESOLUTION NO. 2005-02-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the telephone poll conducted on February 3, 2005, relating to the development of the Cochecho Waterfront, is hereby approved, ratified and confirmed.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

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

RESOLUTION NO. 2005-02-06

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby accept the 2005 Version of the "*Cochecho Waterfront Design Charrette*" as the official redevelopment plan for the waterfront.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

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

RESOLUTION NO. 2005-02-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Wendy Tenney is hereby authorized to attend the "*Project-Based Accounting and Management Seminar*" by PHA Finance, in Framingham, MA, May 13, 2005.

BE IT FURTHER RESOLVED, that all expenses in connection with this seminar are hereby approved.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

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

RESOLUTION NO. 2005-02-08

WHEREAS, bids were advertised for **Asbestos Tile and Mastic Removal** at Central Towers, Dover, NH; and

WHEREAS, 2 bids were received at the bid opening held November 23, 2004, at 9 a.m; and

WHEREAS, Lead Source of Dover, NH, submitted the lowest bid in the amount of \$2,300 for 1-bedroom apartment and \$2,500 for 2-bedroom apartment; and

WHEREAS, Lead Source is not listed in the latest publication of "List of Parties

Excluded from Federal Procurement or Non-Procurement Programs”, published by the General Services Administration,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Asbestos Tile and Mastic Removal** at Central Towers is hereby awarded to Lead Source of Dover, NH.

On a roll call vote:

Aye

Nay

John McCooey
Allan Krans
Seymour Osman
Marjorie Briand

None

Miscellaneous

The Board reviewed newspaper articles from *Foster's* on the Waterfront development, a *Foster's* article on the McConnell Center and the Family Self-Sufficiency Newsletter.

Old Business

There was no old business.

New Business

There was no new business.

The meeting adjourned at 1:35 p.m. on a motion by Attorney Krans.

Chairman

Secretary