

MINUTES

Regular Meeting
Dover Housing Authority
November 16, 2010
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, November 16, 2010, at 12:15 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. The Chairperson called the meeting to order.

Roll Call

John McCooley, Chairperson
Mark Moeller, Vice Chairperson
Barbara Caron, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Bobby Joslin, DHA Liaison Officer; Mark Leno, Resident Services Coordinator; Otis Perry, DHA Capital Fund Manager.

John Pike, Commissioner, was absent.

Minutes

The minutes of the Regular Meeting of October 19, 2010, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

The minutes of the Executive Session of October 19, 2010, were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes of the Executive Session.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by Marjorie Briand, to approve payroll checks numbered 013768 through 013843; housing checks numbered 032767 through 032841; Section 8 checks numbered 030203 through 030318 and D003900 through D003973; Addison Place checks numbered 003741 through 003756; and Covered Bridge Manor checks numbered 002320 through 002325.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Reports

- Marjorie Briand moved to accept the following reports as presented, seconded by Mark Moeller:
- Executive Director's Report dated November 12, 2010. The Commissioners reviewed the report of the Executive Director. Jack Buckley reported the DHA closed on the 28 Union Street Property. The Executive Director also reported that all tenants from the 26 Chapel Street property have relocated and the bid process for demolition of the building has begun. The Executive Director informed the Commissioners of the procedures used by Atlantic Pest Solutions for dealing with bed bug issues. He also reported that the DHA Section Eight received a perfect score under the Management Assessment Program (SEMAP) and has once again been designated by HUD as a "High Performer," which is the highest designation a housing authority can achieve.
- Report of Housing Statistics for the Month of October 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of October 2010. The Board reviewed and discussed the DHA Liaison Officer's report. Officer Joslin informed the Board that October was a quiet month for service calls. He also reported that the DHA Liaison Officer Ben Lilyestrom from the SOCC would be attending qualifying events with the Lego Robotics team from the SOCC this month.
- Capital Fund Manager Report dated November 4, 2010. The Board reviewed Otis Perry's report. The Capital Fund Manager informed the demolition of the building at 26-28 Chapel Street will hopefully occur before the end of the year. Although the Fire Department cannot do a controlled burn with the Chapel Street building, they will do some training exercises using the exterior of the building, Otis Perry reported. The Capital Fund Manager also reported that the last handrail at Central Towers had been installed and three quarters of the new windows at Edgar Bois Terrace had been installed.

- Senior Supportive Services Coordinator Report for October 2010. The Board reviewed and discussed the monthly report.
- Family Self-Sufficiency Program Report dated November 2010. The Board reviewed the monthly report.
- Resident Services Coordinator Report for October 2010. The Board reviewed Mark Leno's report. Mr. Leno informed the Commissioners of the DHA plans for a float design, related to this year's parade theme "Miracle of Central Avenue". The updated version of the DHA website, Mark Leno said, is still a work in progress.
- Financial Reports. The Board reviewed the September Budget Comparison.
- Policy Reviews. The Board reviewed the *Bannings and Trespass Policy*. There were no recommendations for changes made at this time.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Resolutions

Marjorie Briand moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2010-11-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,550.00 in security deposits and \$57.21 in interest, for a total of \$1,607.21 from TD Bank 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 Dover Housing Authority Security Deposit Policy.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-11-16-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 2 to Capital Fund Program Grant No. NH36P00350110, is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Barbara Caron moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2010-11-16-03

WHEREAS, bids were advertised for Roof Replacement at the Annex, 4 Tolend Road; and

WHEREAS, 4 bids were received at the bid opening at 9:00 a.m. on Friday, October 29, 2010; and

WHEREAS, North & South Custom Builders, LLC of Dover, NH, was the low bidder, and

WHEREAS, North & South Custom Builders, LLC was not found on the Excluded Parties List System maintained by the General Services Administration,

THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Roof Replacement at the Annex, 4 Tolend Road**, is hereby awarded to North & South Custom Builders, LLC in the amount of \$34,400 base bid, subject to receipt of 100% performance and payment security.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

Miscellaneous

The Board reviewed a *Foster's* article on a celebration to recognize quality afterschool programs.

Old Business

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

RESOLUTION NO. 2010-11-16-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached 2010 Annual Executive Performance Review prepared by Mark Moeller and presented at the October 19, 2010, Board meeting is hereby accepted and approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron
Marjorie Briand

Nay

None

