

MINUTES

Regular Meeting
Dover Housing Authority
September 28, 2010
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, September 28, 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

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Bobby Joslin, DHA Liaison Officer; Allan Krans, City Attorney; Otis Perry, DHA Capital Fund Manager.

John Pike and Marjorie Briand were absent.

Minutes

The minutes of the Regular Meeting of August 17, 2010, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

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 Barbara Caron, to approve payroll checks numbered 013601 through 013692; housing checks numbered 032475 through 032666; Section 8 checks numbered 029944 through 030072 and D003760 through D003831; Addison Place checks numbered 003686 through 003727; and Covered Bridge Manor checks numbered 002274 through 002302.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by Barbara Caron:

- o Executive Director's Report dated September 23, 2010. The Executive Director discussed his report with the Board. He reported that Mr. Dickinson was moving forward with the waterfront development permitting process and design work. He also informed the Board that bed bug infestations, which have affected businesses, hotels, and residences across the country, have also become an issue at DHA. He explained that Atlantic Pest Solutions, now contracted by DHA will provide several informational sessions for residents, use visual inspections and a trained dog to detect bed bugs, and eradicate the bugs with sprays and heat treatments. The Executive Director also discussed the status of the St. John's parking lot expansion project at 26 Chapel Street, as well as the status of the

purchase of property at 28 Union Street for additional parking at Union Court.

- Report of Housing Statistics for the Month of August 2010. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of August 2010. The Board reviewed Officer Joslin's report. The Commissioners asked about a sexual assault reported by a DHA resident. The DHA Liaison Officer informed the Board that the offense occurred 7 years ago and does not pose an immediate threat to the residents. He assured the Board that the offense is part of an ongoing investigation. Bobby Joslin described many of the service calls in August as non-criminal disturbances. Officer Joslin also reported that with the help of residents who provided information, arrests were made for vandalizing a picnic table at the Seymour Osman Community Center.
- Capital Fund Manager Report dated September 18, 2010. The Board reviewed Otis Perry's report. Mr. Perry reported that the Central Towers parking lot was complete, with the stairs and ramp scheduled to go in next week. The Capital Fund Manager informed the Board that although the new parking lot does not provide a space for every unit, all residents who have cars at Central Towers now have a parking space in the lot with a number of spaces still left vacant.
- Senior Supportive Services Coordinator Report for August 2010. The Board reviewed the monthly report and the Senior Newsletter compiled by Cathryn Conway-Dorr.
- Family Self-Sufficiency Program Report dated September 2010. The Board reviewed the monthly report.
- Resident Services Coordinator Report for August 2010. The Board reviewed Mark Leno's report.

- Financial Reports. The Board reviewed the Budget Comparative for June 2010.
- Policy Reviews. The Board reviewed the *Homeownership Statement* and the *Risk Control Policy Statement*. No changes were suggested at this time.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Resolutions

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

RESOLUTION NO. 2010-09-28-01

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 \$11.67 in interest, for a total of \$311.67 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 McCooey
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2010-09-28-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$613.17 from TD Bank, Account No. 9030709046, 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 his FSS goals.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2010-09-28-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the results of the email poll conducted on

September 13, 2010, requesting authorization to award a contract to Careno Construction in the amount of \$67,730 for the Installation of Windows at Bois Terrace is hereby approved, ratified and confirmed.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2010-09-28-04

WHEREAS, the Dover Housing Authority solicited proposals for the services of Capital Fund Manager; and

WHEREAS, Otis Perry was the only person to submit a proposal; and

WHEREAS, Otis Perry has acted in the capacity of Capital Fund Manager, Comprehensive Grant Fund Manager and Modernization Coordinator for the Dover Housing Authority for over 25 years and has been instrumental in obtaining modernization funding and successful in carrying out the objectives of the grant programs,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to execute a contract with Otis E. Perry d.b.a. Green Fields Property Management to administer the Dover Housing Authority's Capital Fund Program for two years at \$51,000 per year for a total of \$102,000, with three (3) optional extensions of one year each.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2010-09-28-05

WHEREAS, bids were advertised for **Drainage and Sump Pump Installation at Mineral Park** under the Capital Fund Program; and

WHEREAS, 3 bids were received at the bid opening at 10 a.m. on Friday, September 17, 2010; and

WHEREAS, Rescon Construction Services LLC of Londonderry, NH, was the low bidder, and

WHEREAS, Rescon Construction Services LLC was not found on the Excluded Parties List System maintained by the General Services Administration,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Drainage and Sump Pump Installation at Mineral Park**, is hereby awarded to Rescon Construction Services LLC in the amount of \$42,130 base bid, subject to receipt of 100% performance and payment security.

On a roll call vote:

