

MINUTES

Regular Meeting
Dover Housing Authority
February 16, 2010
12:50 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, February 16, at 12:50 p.m., at the Seymour Osman Community Center, 40 Hampshire Circle, Dover, NH. The Chairman called the meeting to order.

Roll Call

John McCooey, Chairman
Barbara Caron, Vice Chair
John Pike, Commissioner
Mark Moeller, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Mark Leno, DHA Liaison Officer; Otis Perry, DHA Capital Fund Manager; Allan Krans, City Attorney.

Minutes

The minutes of the regular meeting of January 19, 2010 were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
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 013015 through 013127; housing checks numbered 031679 through 031787; Section 8 checks numbered 028954 through 029076, Section 8 Direct Deposit transactions D003474 through D003549; Addison Place checks numbered 003518 through 003537; Covered Bridge Manor checks numbered 002118 through 002140.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Barbara Caron	
John Pike (abstained from Housing Check 03155)	
Mark Moeller	
Marjorie Briand	

Reports

Marjorie Briand moved to accept the following reports as presented, seconded by Barbara Caron:

- o Report of the Executive Director dated February 12, 2010. The Executive Director informed the Board that not much was taking place with the Waterfront development due to the poor economic climate in the region and across the country. He also informed the Board that the closing on the Chapel Street property had taken place and that he had located a consultant who was familiar with the complex relocation regulations. The Executive Director asked the Board for approval to hire the consultant with Capital Fund Program monies at a cost not to exceed \$5,500, which would be handled as a change order to Otis Perry's consultant contract. The Executive Director discussed the proposed Low Income Housing Tax Credit project known as "Village at Dover Point" with the Board and asked their approval to hire a consultant at a cost not to exceed \$15,000 to develop the Project Based Voucher program from the beginning to HUD approval. He explained that although this is not a difficult process, it is very time consuming and must be completed in time to use when the project is ready to be occupied. The Executive Director further reported that the HUD budget proposed by the White House for FY 2011 proposes increases in the public housing operating subsidy, and Section 8 funding. The Executive Director informed the Board that he had made some relatively minor changes to the By-Laws, which had not been updated since 1950.
- o Report of Housing Statistics for the Month of January, 2010. The Commissioners reviewed the monthly housing waiting list.
- o Report from DHA Liaison Officer for the Month of January, 2010. Officer Leno presented his report to the Board. He informed them that residents of Mineral and Whittier Parks were reporting when banned individuals returned to DHA

property. He also reported a burglary where prescription drugs were taken, although it did not appear random. Officer Leno stated that he and Officer Ben Lilyestrom were busy with youth activities including a cooking class, basketball, supervising community service, DARE program at Dover schools as well as the upcoming "lock in" at the Works Fitness Center, which is a fun, drug-free event for DHA youth. Officer Leno also reported that he was working with Thad on the upcoming 15th Anniversary SOCC event.

- Capital Fund Manager Report dated February 10, 2010.

Otis Perry discussed his report with the Board. He informed them that the deadline for obligating 100% of the Stimulus funds was approaching and that once the contract for the Central Towers parking lot was awarded and executed, the remaining Stimulus funds would be obligated by the due date. Otis also updated the Board on the status of the Village at Dover Point project and informed them that the application for tax credits would be submitted by March 5, 2010 to the New Hampshire Housing Finance Authority (NHHFA). He also informed the Board that the project had recently received a favorable review by NHHFA during a preliminary site visit.

- Senior Supportive Services Coordinator Report dated February, 2010. The Board reviewed the monthly report and discussed the status of the 2009 ROSS Service Coordinator grant application. The Deputy Director informed the Board that Senator Shaheen's office was still pursuing this matter on behalf of the Dover Housing Authority, but at this point, the application had been deemed ineligible for further review. The Commissioners asked about the specific duties of the Supportive Services Coordinator, and expressed concern that the monthly reports did not contain enough detail for them to fully understand the program.
- Family Self-Sufficiency Program Report dated February 2010. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for December, 2009.
- Policy Review. There was no Policy Review this month.

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

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2010-02-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$350.00 in security deposits and \$18.13 in interest, for a total of \$368.13 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
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Brandi Parker-Brown and Myra Maurice are hereby authorized

to attend the Granite State Managers Association Tax Credit Update Training being held on April 2, 2010, in West Lebanon, NH.

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

On a roll call vote:

Aye

John McCooley
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-03
LIHTC Application

WHEREAS, the Low Income Housing Tax Credit (LIHTC) Program provides the best opportunity for the Dover Housing Authority to increase the number of subsidized dwelling units for the Elderly in the City of Dover; and

WHEREAS, South Dover Investment Group has offered to sell to the Dover Housing Authority a parcel of land with improvements suitable for that purpose; and

WHEREAS, the New Hampshire Housing Finance Authority (NHHFA) administers a competitive application program to allocate the State's low income housing tax credits; and

WHEREAS, a Concept Plan, as attached, was submitted to NHHFA on December 4, 2009; and

WHEREAS, a Conceptual Level Review, as attached, including a site visit on January 8, 2010, was conducted by NHHFA and no discernable deficiencies were noted; and

WHEREAS, the Dover Housing Authority has begun the process of making

Section 8 Project Based Vouchers available to this project,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the staff is authorized to prepare and submit an application for Low Income Housing Tax Credits for the development called Village at Dover Point based upon expressions of interest from permanent and equity funding resources and the allocation of Section 8 Project Based Vouchers.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-04

WHEREAS, the Dover Housing Authority proposes to develop 28 units of affordable rental housing for elderly persons under the Low Income Housing Tax Credit and Section 8 Project Based Voucher Programs; and

WHEREAS, South Dover Investment Group has offered for sale to the Dover Housing Authority a parcel of land on Dover Point Road for the purpose of developing the 28 affordable rental housing units for elderly persons,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is hereby authorized to enter into and execute the Purchase and Sale Agreement, as attached, with South Dover Investment Group for the parcel of land and existing improvements located on Dover Point Road in Dover, NH, for the sale price of \$794,000.00.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-05

WHEREAS, the Dover Housing Authority has previously entered into an agreement with Otis E. Perry d.b.a Green Fields Property Management to manage the Stimulus funds received by the Dover Housing Authority under the American Recovery and Reinvestment Act (ARRA); and

WHEREAS, due to the added complexity of managing the Stimulus funds and additional reporting requirements, Otis Perry is requesting additional compensation in the amount of \$3,000,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Change Order No. 1, in the amount of \$3,000, to the Consultant Contract Number 09-03 between the Dover Housing Authority (DHA), and Otis E. Perry d.b.a. Green Fields Property Management (Consultant), is hereby approved.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-06

WHEREAS, bids were advertised for **Parking Lot Expansion at Central Towers** under the Capital Fund Recovery Program and the Capital Fund Program, and

WHEREAS, 5 bids were received at the bid opening at 9 a.m. on Friday, February 5, 2010; and

WHEREAS, Mick Construction Corporation, of Rollinsford, NH, was the low bidder; and

WHEREAS, Mick Construction Corporation 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 Parking Lot Expansion at Central Towers, Dover, NH, is hereby awarded to Mick Construction Corporation for the bid price of \$430,950 subject to the contractor's submission of required Performance and Payment Bonds.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

A resolution approving changes to the Dover Housing Authority By-Laws was presented but then withdrawn to allow more time for review of the changes before adoption.

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

RESOLUTION NO. 2010-02-16-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 5 to Capital Fund Program Grant No. NH36P00350108, is hereby approved.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-02-16-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350109, is hereby approved.

On a roll call vote:

Aye

John McCooey
Barbara Caron
John Pike
Mark Moeller
Marjorie Briand

Nay

None

Miscellaneous

None

Old Business

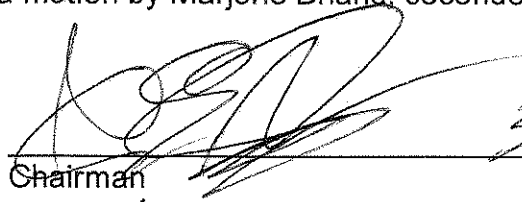
Chairman McCooey requested that Mark Moeller begin the process of the annual evaluation of the Executive Director.

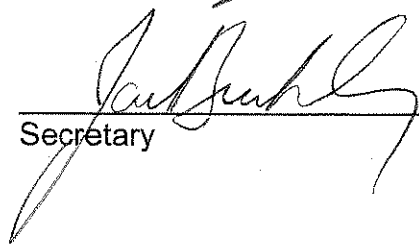
New Business

There was no new business

Adjournment

The meeting adjourned at 1:30 p.m. on a motion by Marjorie Briand, seconded by Mark Moeller.


Chairman 3/16/10
Date


Secretary 3-24-10
Date

