

MINUTES

Regular Meeting
Dover Housing Authority
January 19, 2010
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, January 19, at 12:20 p.m., at 4 Tolend Road, Dover, NH. The Vice Chair called the meeting to order.

Roll Call

Barbara Caron, Vice Chair
Mark Moeller, Commissioner
Marjorie Briand, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, Administrative Assistant; Mark Leno, DHA Liaison Officer; Otis Perry, DHA Capital Fund Manager; Howard Gordon, DHA Accountant.

Minutes

The minutes of the regular meeting of December 15, 2009 were presented. Mark Moeller moved, seconded by Marjorie Briand, to accept the minutes.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Marjorie Briand moved, seconded by Mark Moeller, to approve payroll checks numbered 012939 through 013014; housing checks numbered 031554 through 031678; Section 8 checks numbered 028816 through 028953 (028911 through 028933 spoiled), Section 8 Direct Deposit transactions D003397 through D003473; Addison Place checks numbered 003491 through 003517; Covered Bridge Manor checks numbered 002101 through 002117.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Reports

Mark Moeller moved to accept the following reports as presented, seconded by Marjorie Briand:

- Report of the Deputy Director dated January 15, 2010. The Deputy Director informed the Board that the closing on the Chapel Street property would take place as soon as undischarged mortgage lien, discovered during the title search, had been cleared and recorded. She reported that physical inspections of all DHA properties had recently been conducted as required by HUD; and that an IRS audit was underway. The Deputy Director also reported that Senator Shaheen's Washington office had spoken to a White House liaison regarding the 2009 ROSS Service Coordinator grant application and was encouraged by the liaison's intent to "make this happen." Other discussion centered on the recent contract to remove chain link fence around DHA property.
- Report of Housing Statistics for the Month of December, 2009. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for the Month of December, 2009. Officer Leno discussed his monthly report and year end statistics with the Board. Marjorie Briand asked about any changes in the kinds of criminal activity this year versus in the past and if Mark Leno has observed any trends. Officer Leno explained that most of the criminal activity this year has been from adults, and while disturbance reports have increased this year, it appears to be the result of more residents willing to report problems instead of handling disputes on their own. He also explained that the criminal trespassing statistic has increased as a result of more residents reporting banned individuals, and that complaints from families throughout Mineral and Whittier Parks are fairly evenly spread and not reflective of repetitive complaints from the same households.
- Capital Fund Manager Report dated January 11, 2010. Otis Perry discussed his report with the Board, informing them that an invitation for bids for the expansion of Central Towers parking lot had been published and a bid opening was scheduled for February 5, 2010. Mr. Perry reported that the removal of fences

between DHA property and abutters has been swift and the result is very positive. He explained that a few of the abutters chose to assume ownership and maintenance of the fences. Marjorie Briand expressed concern that the remaining sections of the fence may look unsightly and may not be properly maintained. May Glovinski explained that although the DHA wanted to remove the deteriorated fences to avoid a low physical inspection score, it was not our intention to cause inconvenience or undue hardship on abutters whose property would be significantly impacted by the removal of the fences. Otis Perry reported that the balcony door and window contract at Waldron Towers was still in process but the original supplier is no longer in business. He informed the Board that he had researched this matter extensively and located a local supplier of the specified windows and doors. He recommended the Board adopt the resolution on the agenda related to this matter. Otis also brought the Commissioners up to date on the status of the application to New Hampshire Housing Finance Authority (NHHFA) for the proposed Village at Dover Point, a Low-Income Housing Tax Credit Program for 28 units of assisted housing for elderly using Section 8 Project Based vouchers. He told the Board that NHHFA had recently visited the proposed site and was impressed with the improvements and infrastructure already in place. Barbara Caron asked what commitments had been made thus far by the Dover Housing Authority, and the Executive Director explained that the application was still in the "concept" stage and that he only supports the project if DHA receives HUD approval to use Section 8 Project Based vouchers for this project.

- Senior Supportive Services Coordinator Report dated December, 2009. The Board reviewed the monthly report.
- Family Self-Sufficiency Program Report dated December, 2009. The Board reviewed the monthly report.
- Financial Reports. The Board reviewed the Budget Comparison for November, 2009. Howard Gordon was present to discuss the budget comparison with the Board.
- Policy Review. The Board reviewed the Family Self-Sufficiency Action plan was reviewed by the board.

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

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

Resolutions

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

RESOLUTION NO. 2010-01-19-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$550.00 in security deposits and \$10.07 in interest, for a total of \$560.07 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

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-01-19-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,506.54 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 her FSS goals.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-01-19-03

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$2,490.68 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 her FSS goals.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2009-01-19-04

WHEREAS, the attached is a list of vacated tenants of Addison Place; and

WHEREAS, each of these vacated tenant's accounts is carrying an unpaid balance for rent; and

WHEREAS, every effort has been made to collect the unpaid balance; and

WHEREAS, due to the fact that some accounts are several years old and some of the vacated tenants are impossible to locate,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$1,405.01** is hereby approved.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-01-19-05

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

Under the section, "MEDICAL COVERAGE", remove 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,

Under the section, "DENTAL COVERAGE", remove 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."

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-01-19-06

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the results of the email poll conducted on December 28, 2009, requesting authorization to award a contract to Four Seasons Fence in the amount of \$26,369 are hereby approved, ratified and confirmed.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

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

RESOLUTION NO. 2010-01-19-07

WHEREAS, Royal Windows and Doors, who was the supplier of the Eagle Brand balcony doors and windows for the ongoing contract at Waldron Towers, is no longer in business; and

WHEREAS, the Dover Housing Authority wishes to continue to use the same brand of doors and windows for the remainder of this contract; and

WHEREAS, Otis Perry, Capital Fund Manager, has extensively researched the availability of these products and found the only New Hampshire and Maine distributor of the Eagle Brand windows and doors to be Hancock Lumber located in Kennebunk, Maine; and

WHEREAS, HUD regulations allow the award of a contract to a sole supplier if a cost or price analysis verifies the reasonableness of the price and effort was made to solicit bids; and

WHEREAS, the Dover Housing Authority has made every attempt to solicit suppliers of the same product, and found only one, and has performed the cost analysis and determined the cost from the sole source to be reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Hancock Lumber of Kennebunk, Maine, is hereby approved as the new supplier of Eagle Brand doors and windows for the Balcony Door and Window Contract at Waldron Towers under the Capital Fund Grant Program.

On a roll call vote:

Aye

Barbara Caron
Mark Moeller
Marjorie Briand

Nay

None

