

MINUTES

Regular Meeting
Dover Housing Authority
July 21, 2009
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, July 21, 2009, at 12:15 p.m. at 4 Tolend Road, Dover, NH. The Chairman called the meeting to order.

Roll Call

John McCooey, Chairman
Barbara Caron, Vice Chair
Mark Moeller, Commissioner

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

Minutes

The minutes of the special meeting of May 26, 2009, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller

Nay

None

The minutes of the regular meeting of June 16, 2009, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller

Nay

None

Manifests and Correspondence

The Payroll, Housing, Section 8, Addison Place and Covered Bridge Manor check manifests were presented. Barbara Caron moved, seconded by Mark Moeller, to approve payroll checks numbered 012522 through 012579; housing checks numbered 030829 through 030916; Section 8 checks numbered 028021 through 028168, and Section 8 Direct Deposit transactions D02987 through D03050; Addison Place checks numbered 003377 through 003402; Covered Bridge Manor checks numbered 002010 through 002028.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller

Nay

None

Reports

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

- o Report of the Executive Director dated July 17, 2009. The Executive Director discussed his report with the Board and informed them of another delay in the acquisition of the Dennis property on Henry Law Avenue due to the environmental review timeline that required a 30-day public comment period. He explained that because of the delays, Mr. Dennis was demanding an additional \$5,000 to extend the closing date a second time (the DHA had previously agreed to pay Mr. Dennis \$500 for the first extension of the closing date) and an increase in the purchase price from \$125,000 to \$135,000. The Executive Director recommended extending the closing date to September 30, 2009, and approving Mr. Dennis' request for additional monies. The Board accepted the Executive Director's recommendation.

At this point, Tyler Bourassa, a 12-year-old resident of Hampshire Circle, arrived at the meeting with his mother, Tracy. Tyler was invited to the meeting to meet the Board members and be recognized for his recent "good deed." Tyler had found a wallet containing \$90 and immediately turned it in to the Dover Police Department. After introductions and a brief discussion with Tyler about his community service activities, Chairman McCooey presented Tyler with a note of thanks and a \$25 WalMart gift card

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on behalf of the Dover Housing Authority. Commissioner Mark Moeller presented Tyler with a personal gift of President John "Tyler" coins.

- Report of Housing Statistics for the Month of June, 2009. The Commissioners reviewed the monthly housing statistics.
- Report from DHA Liaison Officer for the Month of June, 2009. The Board reviewed the monthly report. Officer Leno discussed the progress of the film-making project on under-age drinking that should be finished soon. He also informed the Board that he was working on a committee with Relyco and Blue Latitudes to plan a Thanksgiving Dinner for people with no families.
- Report of Capital Fund Manager dated July 15, 2009. Otis Perry discussed his report with the Board and spoke briefly about the proposed acquisition of Chapel Street property for the purpose of expanding the St. John's parking lot. He also explained the State Historic Preservation Office requirements regarding the replacement of the chain link fence around the cemetery adjacent to St. John's and informed the Board that an archeologist will be required to monitor any digging in that area.
- Senior Supportive Services Coordinator Report. No report this month.
- Family Self-Sufficiency Program Report dated June, 2009. The Board reviewed the monthly report.
- Financial Reports. The budget comparison for the period ended 05/31/2009 and the TD Banknorth quarterly statement for June 30, 2009 were reviewed.
- Policy Review. No policy review this month.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller

Nay

None

Resolutions

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

RESOLUTION NO. 2009-07-21-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$1,100.00 in security deposits and \$27.23 in interest, for a total of \$1,127.23 from TD Banknorth 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
Mark Moeller

Nay

None

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

RESOLUTION NO. 2009-07-21-02

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Commissioners and staff members are hereby authorized to attend the 2009 Tri-State Housing Conference, September 21-23, 2009, at The Colony Hotel, Kennebunkport, ME.

BE IT FURTHER RESOLVED, that all expenses in connection with their attendance at this conference are hereby approved.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Mark Moeller

Nay

None

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

RESOLUTION NO. 2009-07-21-03

WHEREAS, bids were advertised **Front Entrance Renovations/Repairs at Mineral Park** under the Capital Fund Program; and

WHEREAS, 4 bids were received at the bid opening at 9 a.m. on Friday, July 1, 2009; and

WHEREAS, Charters Brothers Construction of Danville, NH, was the low bidder, and

WHEREAS, Charters Brothers Construction 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 **Front Entrance Renovations/Repairs at Mineral Park**, is hereby awarded to Charters Brothers Construction in the amount of \$25,495 base bid and Unit Price of \$2,800 per lobby, subject to receipt of 100% performance and payment security.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Mark Moeller

Nay

None

Miscellaneous

The Board reviewed the *Foster's* article about Tyler Bourassa and a letter of thanks from Dover Fire & Rescue.

Old Business


There was no old business.

New Business

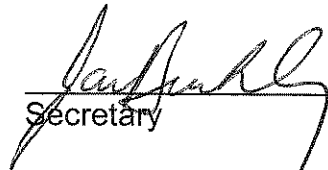
There was no new business.

Adjournment

The meeting adjourned at 1:00 p.m. on a motion by Barbara Caron, seconded by Mark Moeller.



Chairman 8/18/09
Date



Secretary 08/18/09
Date