

MINUTES

Regular Meeting
Dover Housing Authority
June 16, 2009
12:15 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, June 16, 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
Marjorie Briand, Commissioner
Mark Moeller, Commissioner
John Pike, Commissioner

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

Minutes

The minutes of the regular meeting of May 19, 2009, were presented. John Pike moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

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 Marjorie Briand, to approve payroll checks numbered 012463 through 012521; housing checks numbered 030713 through 030828; Section 8 checks numbered 027885 through 028021, and Section 8 Direct Deposit transactions D02923 through D02986; Addison Place checks numbered 003360 through 003376; Covered Bridge Manor checks numbered 001991 through 002009.

On a roll call vote:

Aye

John McCooey
Barbara Caron,
Marjorie Briand,
Mark Moeller,
John Pike (abstained for check 030730)

Nay

None

Reports

Marjorie Briand moved to accept the following reports as presented, seconded by John Pike:

- o Report of the Executive Director dated June 12, 2009. The Executive Director discussed his report with the Board and informed them that the Cocheco Waterfront Land Disposition Agreement (LDA) had been signed by all parties. He also updated them on the status of the acquisition of the property at 26-28 Chapel Street as well as the vacant land at 59 Henry Law Avenue.
- o Report of Housing Statistics for the Month of May, 2009. The Commissioners reviewed the monthly housing statistics.
- o Report from DHA Liaison Officer for the Month of May, 2009. The Board reviewed the monthly report. Officer Leno reported that the SOCC groups have been busy with clubs that meet during the summer and with a new film-making project that will include working with a professional film crew.
- o Report of Capital Fund Manager dated June, 2009. Otis Perry explained the Procurement Policy amendment on the agenda in connection with ARRA (Stimulus) funds. He also informed the Board of the upcoming contract for the removal of the underground storage tank at Central Towers.
- o Senior Supportive Services Coordinator Report dated May, 2009. The Board reviewed the monthly report.
- o Family Self-Sufficiency Program Report dated May, 2009. The Board reviewed the monthly report.

- Financial Reports. The budget comparison for the period ended 04/30/2009 was reviewed.
- Policy Review. The Board reviewed the existing *Procurement Policy* as well as the *Rules and Regulations for Companion Pets in Elderly Housing*. Much discussion took place regarding the overpopulation of cats within the Mineral and Whittier Park development. The Board requested that the staff look into correcting the problem and report back on their progress.

On a roll call vote:

Aye

John McCooey
Barbara Caron,
Marjorie Briand,
Mark Moeller,
John Pike

Nay

None

Resolutions

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

RESOLUTION NO. 2009-06-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$750.00 in security deposits and \$57.95 in interest, for a total of \$807.95 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
Marjorie Briand
Mark Moeller
John Pike

Nay

None

John Pike moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2009-06-16-02

WHEREAS, the attached is a list of vacated tenants of the Dover Housing Authority; 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; and

WHEREAS, the Operating Budget for fiscal year 2009 makes provision for writing off these accounts,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the write-off of accounts receivable in the amount of **\$11,872.51** is hereby approved.

Before the roll call vote, the Board discussed the accounts receivable with the Executive Director. Mark Moeller asked if our attorney requested a "motion for periodic payment" from the court as part of the eviction proceedings. The Executive Director agreed to get an answer to that question from our attorney.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

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

RESOLUTION NO. 2009-06-16-03

WHEREAS, bids were advertised for **Interior Footing Drains and Sump Pumps at Mineral Park** under the Capital Fund Program; and

WHEREAS, 5 bids were received at the bid opening at 9 a.m. on Friday, June 5, 2009; and

WHEREAS, RESCON Basement Solutions of Londonderry, NH, was the low bidder, and

WHEREAS, RESCON Construction Services, LLC or its principals were 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 **Interior Footing Drains and Sump Pumps** at Mineral Park, CN 09-02, is hereby awarded to RESCON Construction Services, LLC dba RESCON Basement Solutions, in the amount of \$54,840, subject to receipt of 100% performance and payment security.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

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

RESOLUTION 2009-06-16-04

WHEREAS, Congress passed and the President signed the American Recovery and Reinvestment Act of 2009 (ARRA), and

WHEREAS, under ARRA the Dover Housing Authority has been granted \$922,653 in Capital Fund Program Formula Funds; and

WHEREAS, ARRA provides for the waiver, in the interest of awarding these funds quickly, of all non-Federal Procurement rules; and

WHEREAS, the Dover Housing Authority has adopted Procurement Policies in the past which incorporate State of NH and other policies more restrictive than Federal Policies required by 24 CFR Part 85,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the following changes are hereby made to the Statement of Procurement Policy dated July 20, 1993:

After Section VI, add the following –

VII. ARRA PROCUREMENT POLICIES.

- A. For the purposes of procuring goods and services under the ARRA program budget, the Dover Housing Authority adopts as sole policy the requirements of 24 CFR Part 85 as set out in HUD Handbook 7480.8 Rev 2, Procurement Handbook for Public Housing Agencies.
- B. Specific policies which will be affected are:
 - 1. Performance and Payment Bonding Limit is \$100,000.
 - 2. Sole Source and Non-Competitive Bids will be allowed as per Chapters 5 and 8 of the Handbook.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

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

RESOLUTION NO. 2009-06-16-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the **Rules & Regulations for Companion Pets in Elderly Housing**, are hereby revised as follows:

Delete the requirement of a \$50 Pet Deposit under paragraph 3.i.

Re-letter the remaining conditions

Change the first sentence after Section 3.k. to read: "The DHA shall not be held responsible for illnesses caused to an animal due to routine or nonroutine pest control procedures undertaken by the Dover Housing Authority or its contractors."

BE IT FURTHER RESOLVED, that the revised Rules & Regulations for Companion Pets in Elderly Housing shall take effect immediately.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

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

RESOLUTION NO. 2009-06-16-06

WHEREAS, the Dover Housing Authority acknowledges the parking shortage for residents of Central Towers; and

WHEREAS, the Dover Housing Authority has approached the owners of 59 Henry Law Avenue to purchase property for purpose of expanding the parking lot at Central Towers; and

WHEREAS, the Dover Housing Authority's Capital Fund Budget includes funds for this work item; and

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority hereby approve the Purchase and Sales Agreement between Ruth and Raymond C. Dennis and Dover Housing Authority dated June 11, 2009, in the amount of \$125,000.

On a roll call vote:

Aye

John McCooey
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

John Pike moved, seconded by Marjorie Briand, for the adoption of the following resolution:

RESOLUTION NO. 2009-06-16-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the attached Checklist is hereby approved for use in accordance with RSA 91-A which provides for telephone participation and voting by Commissioners of the DHA from alternate locations. (See Resolution Book for form of Checklist)

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

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

RESOLUTION NO. 2009-06-16-08

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the attached proposal from D. B. Warlick & Co., Inc., for the renewal of Property & Liability, Public Officials Liability, and Business Auto insurance policies is hereby approved.

On a roll call vote:

Aye

John McCooley
Barbara Caron
Marjorie Briand
Mark Moeller
John Pike

Nay

None

Miscellaneous

The Board reviewed the information for the Pete Gabarro Annual Golf Tournament.

Old Business

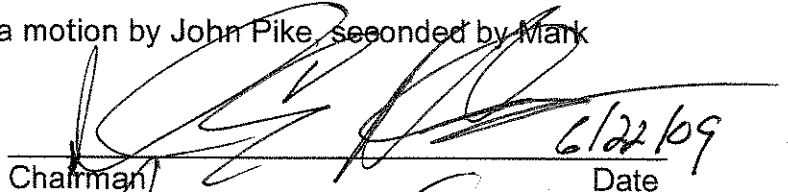
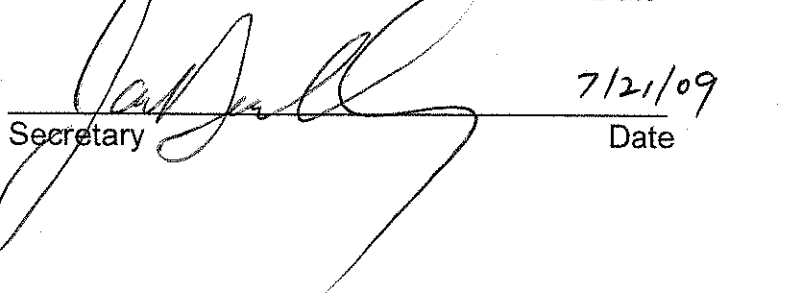
There was no old business.

New Business

There was no new business.

Adjournment

The meeting adjourned at 1:20 p.m. on a motion by John Pike, seconded by Mark Moeller.

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|--|---------|
|  | 6/22/09 |
| Chairman | Date |
|  | 7/21/09 |
| Secretary | Date |