

MINUTES

Regular Meeting
Dover Housing Authority
October 16, 2007
12:20 p.m.

The Commissioners of the Dover Housing Authority met in regular session on Tuesday, October 16, 2007, at 12:20 p.m. at the Dover Housing Authority office. The Chairman called the meeting to order. Those present were: John McCooey, Chair; Barbara Caron, Vice Chair; Mark Moeller, Commissioner; John Pike, Commissioner. Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; Mark Leno, Jr., DHA Liaison Officer.

Minutes

The minutes of the regular meeting of September 18, 2007, were presented. Barbara Caron moved, seconded by Mark Moeller, to accept the minutes as presented. All were in favor.

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 011135 through 011193; housing checks numbered 028517 through 028605 and 028607 through 028618; Section 8 checks numbered 025279 through 025397, and Section 8 Direct Deposit transactions D01719 through D01780; Addison Place checks numbered 002904 through 002918; Covered Bridge Manor checks numbered 001630 through 001638.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Barbara Caron
John Pike

Nay

None

Following the vote, Mark Moeller moved, seconded by Barbara Caron, to approve Check No. 028606 on the Housing manifest.

On a roll call vote:

<u>Aye</u>	<u>Nay</u>	<u>Abstain</u>
John McCooey Barbara Caron Mark Moeller	None	John Pike

Reports

Mark Moeller moved to accept the following reports as presented, seconded by John Pike:

- o Report of the Executive Director dated October 12, 2007. The Executive Director discussed his report at length with the Board; in particular, he recommended paying up to \$40,000 to hire a design consultant to assist the CWDAC in negotiations with Dickinson. He explained that this cost would be reimbursed from the money Dickinson will owe the DHA should he go forward with the Land Disposition Agreement (LDA); however, should Dickinson not proceed, the DHA would have to assume the cost. The Executive Director also discussed Dickinson's concern with the odor problem from the City lift station and informed the Board that the City has \$1.5 million to address the lift station issues.

The Executive Director also reported to the Board that the DHA will not be receiving any funding from the Milton S. Eisenhower Foundation for the remainder of this term and will not know if funding will be approved for next year until April 2008. He recommended using some of the DHA surplus from the 2008 Operating Budget to keep the Seymour Osman Community Center programs viable at least until April 2008. The Board agreed to spend up to \$100,000 from the Operating Budget in response to the Executive Director's recommendation.

- o Report of Housing Statistics for the Month of September, 2007. The Commissioners reviewed the monthly housing statistics.

Minutes
Dover Housing Authority
October 16, 2007
Page 3 of 7

- o Report from DHA Liaison Officer for the Month of September, 2007. The Board reviewed and discussed the DHA Liaison Officer's report.
- o Report of Capital Fund Manager dated October 9, 2007. The Board reviewed and discussed the report with Otis Perry. Otis explained the bid process at the request of John Pike.
- o Senior Supportive Services Coordinator Report dated October, 2007. The Board reviewed and discussed the report.
- o Family Self-Sufficiency Program Report dated October, 2007. The Board reviewed and discussed the report.
- o Financial Reports. The quarterly investment report for the period ended 09/30/2007 was presented. The Board reviewed the report.
- o Policy Review. There was no policy review this month.

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

Aye

Nay

John McCooey
Mark Moeller
Barbara Caron
John Pike

None

Resolutions

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

RESOLUTION NO. 2007-10-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of

\$600.00 in security deposits and \$45.11 in interest, for a total of \$645.11 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:

<u>Aye</u>	<u>Nay</u>
John McCooey	None
Mark Moeller	
Barbara Caron	
John Pike	

Mark Moeller moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2007-10-16-02

WHEREAS, bids were advertised for **Balcony Repairs and Renovations at Central Towers** under the Capital Fund Program; and

WHEREAS, 4 bids were received at the bid opening at 9 a.m. on Friday, October 5, 2007; and

WHEREAS, Careno Construction Co. of Portsmouth, NH, was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Balcony Repairs and Renovations at Central Towers is hereby awarded to Careno Construction Co., in the amount of the base bid of \$438,030, with the option of deducting specified work items at the deduct alternate bid price of \$44,650.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
Barbara Caron
John Pike

None

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

RESOLUTION NO. 2007-10-16-03

WHEREAS, bids were advertised for **Site Work and Underground Storage Tank Removal at Niles Park** under the Capital Fund Program; and

WHEREAS, 2 bids were received at the bid opening at 9 a.m. on Friday, September 28, 2007; and

WHEREAS, TMC Services, Inc., of Bellingham, MA, was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Site Work and Underground Storage Tank (UST) Removal at Niles Park is hereby awarded to TMC Services, Inc., in the amount of the base bid of \$117,440, with the option of applying the deduct alternate bid prices of \$42,000 for Alternate A and \$17,000 for Alternate B.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
Barbara Caron
John Pike

None

Mark Moeller moved, seconded by John Pike, for the adoption of the following resolution:

RESOLUTION NO. 2007-10-16-04

WHEREAS, bids were advertised for **Repairs to Outside Steps at Mineral Park, Whittier Park, Niles Park and Union Court** under the Capital Fund Program; and

WHEREAS, 3 bids were received at the bid opening at 9 a.m. on Friday, September 21, 2007; and

WHEREAS, Pellowe Construction of Barrington, NH, was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Repairs to Outside Steps is hereby awarded to Pellowe Construction Co., in the amount of \$34,911.

On a roll call vote:

Aye

Nay

John McCooey
Mark Moeller
Barbara Caron
John Pike

None

John Pike moved, seconded by Mark Moeller, for the adoption of the following resolution:

RESOLUTION NO. 2007-10-16-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover

Minutes
Dover Housing Authority
October 16, 2007
Page 7 of 7

Housing Authority, that Revision No. 3 to the Capital Fund Program Grant No. NH36P00350104 is hereby approved.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron
John Pike

None

Miscellaneous

None.

Old Business

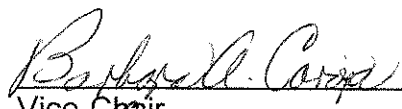
Barbara Caron raised a question regarding a personnel/compensation matter. The Chairman recessed the regular meeting to discuss the matter in Executive Session.

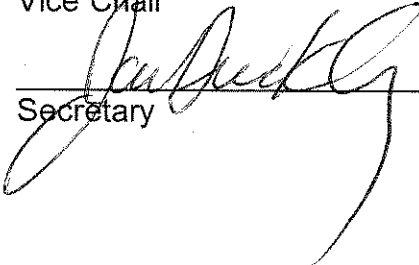
New Business

There was no new business.

Adjournment

Mark Moeller moved for adjournment, seconded by John Pike. The meeting adjourned at 1:45 p.m.


Vice Chair 11-20-07
Date


Secretary 11/20/2007
Date

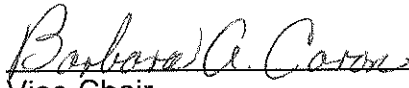
MINUTES

Executive Session
Dover Housing Authority
October 16, 2007
1:30 p.m.

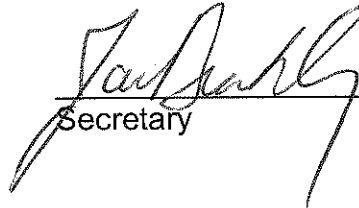
The Commissioners of the Dover Housing Authority met in executive session on October 16, 2007, at 1:30 p.m., at the Dover Housing Authority office. Those present were: John McCooey; Barbara Caron; Mark Moeller; John Pike. Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director.

The Board discussed a personnel matter regarding compensation for an individual staff member.

Executive session adjourned and regular session reconvened at 1:40 p.m.



Vice Chair 11-20-07



Secretary 11/20/2007