

MINUTES

Regular Meeting
Dover Housing Authority
August 16, 2011
12:15 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Wednesday, July 19, 2011, at 12:15 p.m., at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. After an informative presentation on the new website by Mark Leno, the Chairperson called the meeting to order at 12:55.

Roll Call

John McCooley, Chairperson
Mark Moeller, Vice Chairperson
Barbara Caron, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Kathy Noel, DHA Administrative Assistant; Otis Perry, Capital Fund Manager; City Attorney Allan Krans; Mark Leno, Resident Services Coordinator.

Marjorie Briand and John Pike were absent.

Minutes

The minutes of the Regular Meeting of July 19, 2011, were presented. Mark Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

The minutes of Executive Session of July 19, 2011, were presented. Mark

Moeller moved, seconded by Barbara Caron, to accept the minutes.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

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 Barbara Caron, to approve payroll checks numbered 014512 through 014574; housing checks numbered 033761 through 033894; Section 8 checks numbered 031292 through 031426 and D004854 through D004936; Addison Place checks numbered 003924 through 003946; and Covered Bridge Manor checks numbered 002478 through 002502.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Reports

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

- Executive Director's Report dated July 14, 2011. The Executive

Director reported that despite the uncertainty in Washington, the DHA had a good year, which was outlined in his written report. He also informed the Board that Dickinson Development is tentatively scheduled to break ground on the Waterfront development next May.

- Report of Housing Statistics dated August, 2011. The Commissioners reviewed the monthly housing waiting list.
- Report from DHA Liaison Officer for August 2011. The Commissioners reviewed the DHA Liaison Officer's printed report. Officer Bobby Joslin was unable to attend the Board meeting but May Glovinski updated the Commissioners on a recent drug arrest made at Hampshire Circle with the help of the NH Drug Task Force.
- Capital Fund Manager Report, August 2011. Otis Perry discussed his report with the Board.
- Senior Supportive Services Coordinator Report for August 2011. The Board members reviewed the report.
- Family Self-Sufficiency Program Report for August 2011. The Board reviewed the FSS Coordinator's report.
- Resident Services Coordinator Report for August 2011. The Commissioners reviewed Mark Leno's report. Mr. Leno informed the Board that although only 23% of the public housing families returned his survey, most were positive. He reported the residents were happy with the newly installed speed bumps and that they seem to be working.
- Financial Reports. There was no financial report this month.
- Policy Review. The Board reviewed and discussed *Grievance Procedure*. There were no changes suggested at this time.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Barbara Caron

None

Resolutions

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

RESOLUTION NO 2011-08-16-01

NOW, THEREFORE, BE IT RESOLVED, by the Commissioner's of the Dover Housing Authority, that the Executive Director is authorized to withdraw the sum of \$400.00 in security deposits and \$21.95 in interest, for a total of \$421.95 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

Nay

John McCooley
Mark Moeller
Barbara Caron

None

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

following resolution:

RESOLUTION NO. 2011-08-16-02

WHEREAS, the Dover Housing Authority solicited bids from general contractors for the construction of a parking lot and reconstruction of fence at St. John's Housing for the Elderly under the Capital Fund Program; and

WHEREAS, on August 12, 2011, the Dover Housing Authority conducted a public bid opening at which 6 bids were received; and

WHEREAS, Roadway Excavators, Inc., of Derry, NH was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Parking Lot Improvements and Fence Installation at St. John's** is hereby awarded to Roadway Excavators, Inc., in the amount of \$95,120, pending a positive review of past performance.

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-08-16-03

WHEREAS, the Dover Housing Authority solicited bids from contractors for the installation of a standby emergency generator at St. John's Housing for the Elderly under the Capital Fund Program; and

WHEREAS, on August 12, 2011, the Dover Housing Authority conducted a public bid opening at which 2 bids were received; and

WHEREAS, Martineau Electric Inc., of Dover, NH was the low bidder,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Installation of Standby Generator at St. John's Housing for the Elderly** is hereby awarded to Martineau Electric, Inc., in the amount of \$62,350.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Miscellaneous

The Commissioners discussed the invitation to the 18th Annual Dover Police Charities 2011 Fall Classic golf tournament. The Executive Director suggested making a donation to the Dover Police Charities. City Attorney Allan Krans explained that a donation is justified when it is in line with an agency's mission statement. Since the Dover Police Charities provide direct support to Dover Housing Authority families through the DARE Program, Youth Athletic Program, Christmas Basket Program, Crime Prevention Programs, among others, the Commissioners agreed to make a donation.

Barbara Caron moved, seconded by Mark Moeller, that the Dover Housing Authority donate \$500 to Dover Police Charities.

On a roll call vote:

