

MINUTES

Regular Meeting
Dover Housing Authority
September 26, 2011
12:00 noon

The Commissioners of the Dover Housing Authority held their regular meeting on Monday, September 26, 2011, at 12:00 noon at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH.

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; DHA Liaison Office Bobby Joslin.

Marjorie Briand and John Pike were absent.

Minutes

The minutes of the Regular Meeting of August 16, 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 HCV, Addison Place and Covered Bridge Manor check manifests were presented. Mark Moeller moved, seconded by Barbara Caron, to approve payroll checks numbered 014575 through 014665; housing checks numbered 033895 through 034038; Section 8 HCV checks numbered 031427 through 031548 and D004937 through D005017; Addison Place checks numbered 003947 through 003966; and Covered Bridge Manor checks numbered 002503 through 002518.

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 September 22, 2011. The Executive Director informed the Board of the deep cuts Congress is proposing to the FY 2012 HUD budget, and in particular, both Capital Fund and Public Housing Operating Fund programs. The Executive Director also informed the Board of the strong possibility that Congress will tap the reserves of well run housing authorities to offset the decrease in federal funding. He stated that HUD has alerted all public housing authorities not to spend down their reserves in anticipation of the proposed recapture. The Board felt strongly that the Dover Housing Authority, despite HUD's warning, needs to address all serious health and safety issues even if it means using

our reserves to pay for those items. The Board stressed that the Dover Housing Authority's top priority must be to provide its residents with a safe environment in which to live and that using its reserves to pay for these items is well within its mission even if it results in being sanctioned by HUD. The Executive Director informed the Board that the pending budget cuts may affect future funding for the Seymour Osman Community Center. May Glovinski reported that the DHA had been awarded 4 of 5 grants for which it applied in 2010 and 2011.

- Report of Housing Statistics dated September, 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 report. Officer Joslin reported that a DHA resident was arrested for drug activity during the month. The NH State Police had also been tracking the individual and initiated a raid at the unit, Officer Joslin reported.

The DHA Officer also informed the Board that there were 2 bicycles donated for children in the Housing Authority. He reported the law firm of Burns, Bryant, Cox, Rockefeller & Durkin awarded a grant, "Safe Routes to School", to the DHA to purchase helmets for some children.

- Capital Fund Manager Report, September 2011. Otis Perry discussed his report with the Board and informed them that bids for the Central and Waldron Towers exterior repairs came in "excessively high" and the scope of work had to be reevaluated. He explained that the problem caused by water infiltration at Waldron Towers was more significant than originally determined and there was not enough money in the Capital Fund budget to cover all of the necessary work. Mr. Perry suggested using operating reserves if possible to address the problem completely.

- Senior Supportive Services Coordinator Report, September 2011. The Board members reviewed the report.
- Family Self-Sufficiency Program Report, September 2011. The Board reviewed the FSS Coordinator's report.
- Resident Services Coordinator (RSC) Report, September 2011. Mark Leno reported the results of the Resident Survey to the Commissioners. He reported the residents were happy with the newly installed speed bumps to slow down traffic and that although only 23% of the public housing families responded to the survey, most responses were positive. The RSC also informed the Board of upcoming events, and the continuing concerns of bed bugs. May Glovinski reported that the DHA has taken additional steps to prevent the spread of bed bugs in multi-unit buildings by inspecting all abutting apartments at the first report of bedbugs, by routinely conducting a canine inspection of all apartments and buildings in the Mineral and Whittier Parks development, and by hiring a company that specializes in preparing units for an effective heat treatment.
- Financial Reports. The Budget Comparison as of June 30, 2011 was reviewed.
- Policy Review. The Board reviewed the *Community Service and Self-Sufficiency* Policy. There were no changes suggested at this time.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Resolutions

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

RESOLUTION NO 2011-09-26-01

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 \$800.00 in security deposits and \$115.69 in interest, for a total of \$915.69 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

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-02

WHEREAS, bids were solicited in accordance with Section II paragraph A3 of the small contract provisions of the DHA Procurement Policy for the **Demolition of 28 Union Street** under the Capital Fund Program; and

WHEREAS, 1 bid was received by the proposal deadline of 4 p.m. on Friday, September 2, 2011; and

WHEREAS, Always Wrecking of Bridgewater, NH, was the only bidder; and

WHEREAS, Always Wrecking and Ron Olsak are not listed in the US General Services Administration Excluded List System; and

WHEREAS, a price analysis completed by Capital Fund Program Manager found that the price of \$12,475 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for Demolition of 28 Union Street is hereby awarded to Always Wrecking in the amount of \$12,475.

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-03

WHEREAS, bids were solicited under Section II paragraph A3 of the small contract provisions of the DHA procurement policy for **Culvert Repairs to Cricket Brook at Bois Terrace** under the Capital Fund Program; and

WHEREAS, 1 bid was received by the proposal deadline of 4 p.m. on Friday September 2, 2011; and

WHEREAS, Brown Industrial Group, of Berwick, Maine, was the single bidder; and

WHEREAS, Brown Industrial Group and Steven Brown are not listed in the US General Services Administration Excluded List System; and

WHEREAS, a price analysis completed by the Dover Housing Authority Capital Fund Program Manager found that the price of \$22,494 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the contract for **Culvert Repairs to Cricket Brook at Bois Terrace** is hereby awarded to Brown Industrial Group, in the amount of \$22,494.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 5 to Capital Fund Program Grant Number NH36P00350110, is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-05

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350111 is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-06

WHEREAS, invitations to bid were advertised in local newspapers for **Exterior Rehabilitation of Waldron and Central Towers** under the Capital Fund Program; and

WHEREAS, 11 Contractors participated in the Mandatory pre-bid meeting on July 12, 2011; and

WHEREAS, five companies submitted bids at the bid opening on August 3, 2011; and

WHEREAS, the low bid submitted by Meridian Construction Company was significantly more than the available budgeted funds; and

WHEREAS, US Department of HUD Form 5369, Instructions to Bidders for Contracts (Para 8b & e) allows the Public Housing Authority to accept separately priced items; and

WHEREAS, Meridian Construction Company and the Dover Housing Authority have agreed on an amended scope of work, based upon the unit prices in the bid, totaling \$200,000; and

WHEREAS, Meridian Construction Company and Tim Long are not listed in the US General Services Administration Excluded List System,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority that the contract for Exterior Rehabilitation of Waldron and Central Towers is hereby awarded to Meridian Construction Company in the amount of \$200,000.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

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

RESOLUTION NO. 2011-09-26-07

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the ***Dover Housing Authority Language Assistance Plan (LAP) for Addressing Limited English Proficiency (LEP)***, dated September 26, 2011, is hereby approved and shall be distributed to all employees and made part of the Dover Housing Authority Policy Manual.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Miscellaneous

Barbara Caron moved, seconded by Mark Moeller, that the Dover Housing Authority donate \$500 to the 18th Annual Children's Fire Safety Festival.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Barbara Caron

Nay

None

Old Business

There was no old business.

