

MINUTES

Regular Meeting
Dover Housing Authority
May 15, 2012
12:30 p.m.

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, May 15, 2012, at 12:00 noon at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman, John McCooey, called the meeting to order.

Roll Call

John McCooey, Chairman
Mark Moeller, Vice Chairman
Marjorie Briand, Commissioner
John Pike, Commissioner

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

Absent: Barbara Caron, Commissioner

Minutes

The Minutes of the Regular Meeting of April 17, 2012, were presented. John Pike moved to accept the minutes, seconded by Marjorie Briand.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
John Pike

Nay

None

Manifests and Correspondence

The manifests were presented. John Pike moved, seconded by Marjorie Briand, to approve the manifests as presented: payroll checks numbered 015388 through 015469; housing manifests numbered 034829 through 034970; Section 8 manifest numbered 032423 through 032546 and D005788 through D005873; Addison Place manifest numbered 004084 through 004116; Covered Bridge Manor manifest numbered 002636 through 002665.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
John Pike (abstain from check 034853)

Nay

None

Reports

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

The Report of Executive and Deputy Directors dated May 7, 2012 was reviewed by the Board.

Jack Buckley reported that the FY 2012 PHA Plan was approved by HUD. He also updated the Board on the Waterfront Development and reported that after careful consideration, the Cocheco Waterfront Development Advisory Committee (CWDAC) voted unanimously in favor of the Dickinson Development concept plan on May 1, 2012.

The Deputy Director informed the Commissioners of a recent discovery of

termite infestations in and under four Mineral Park buildings. Otis Perry informed the Board that although termite problems are not common in NH, the extent of the infestation and the damage already done to the buildings is expected to be another costly pest control expense, in addition to the bed bugs. May Glovinski reported that DHA has contracted with JP Pest Services to eradicate the termites and perform inspections of other buildings to determine the severity of the problem.

The Report of Housing Statistics for April 2012 was reviewed by the Board.

The Report from the DHA Liaison Officer dated May 2012 was reviewed by the Board.

The Capital Fund Manager Report dated May 2012 was reviewed by the Board. Otis Perry reported that he was negotiating with PSNH on the relocation of a utility pole as part of the Union Court parking lot expansion.

The Senior Supportive Services Coordinator Report for April was reviewed by the Board.

John McCooley suggested that the Board periodically invite a DHA program manager to the Board meetings to provide a brief update. May Glovinski suggested inviting Cyndi Miller, the new Public Housing Family Self-Sufficiency (PHFSS) Program Coordinator to the June meeting. All Board members agreed.

The Housing Choice Voucher FSS (HCVFSS) Program Coordinator report for May 2012 was reviewed by the Board. There were no questions or comments.

The PHFSS Program Coordinator report for May 2012 was reviewed by the Board. The Deputy Director stated that Cyndi Miller was making a concerted and innovative effort to recruit FSS Program participants from the DHA neighborhood.

The Resident Services Coordinator (RSC) Report dated April 2012 was reviewed by the Board. Mark Leno informed the Commissioners of recent events including the DHA Easter egg hunt and the “sprucing up” around St. John’s Housing by volunteers on Dover Pride Clean Up Day.

The Budget Comparative for the period ending 3/31/2012 was reviewed by the Board.

The *Maintenance Policy* was reviewed by the Board. No changes were suggested at this time.

Resolutions

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

RESOLUTION NO. 2012-05-15-01

WHEREAS, on May 1, 2012 the Cochecho Waterfront Development Advisory Committee (“CWDAC”) endorsed the proposed concept plan dated April 24, 2012 presented by Dickinson Development Corp.

WHEREAS, Dickinson Development’s concept plan is consistent with the Land Disposition Agreement executed May 22 and May 26, 2009 (“LDA”); it includes all LDA Required Private and Public Improvements.

WHEREAS, Dickinson Development’s proposal to include a total of 22,000 square feet of commercial space within the two-story restaurant /commercial structure (16,000 square feet) and, among twelve live-work units, each 500 square feet in size (6,000 total), is a reasonable and substantially compliant equivalent to the 22,000 square foot commercial space building requirements of LDA Section 9 (a), preserving LDA intended mixed use development.

WHEREAS, Dickinson Development's proposal to develop substantially all of the land north of Washington Street at once, instead of in phases over time, will accrue benefits to the City of Dover, including the more immediate creation of accessible/taxable property, and a new residential neighborhood in close proximity to downtown which will positively impact the economic vitality and growth of downtown Dover.

WHEREAS, Dickinson Development's proposal to bring the Bluff Area acreage "to grade" for future development will yield more development potential and economic gain to the City of Dover than would previously conceptualized development of the same acreage under LDA concept plans.

NOW, THEREFORE, BE IT RESOLVED, that the Commissioners of the Dover Housing Authority support and approve the concept plan submitted by Dickinson Development and approved by the DHA Cochecho Waterfront Development Advisory Committee at their meeting on May 1, 2012.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
John Pike

Nay

None

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

RESOLUTION NO 2012-05-15-02

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

the Dover Housing Authority, that the Final Performance and Evaluation Report for the Capital Fund Program Grant No. NH36P00350110 is hereby approved.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
John Pike

Nay

None

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

RESOLUTION NO 2012-05-15-03

WHEREAS, the Dover Housing Authority solicited bids from Electrical and/or Security System Contractors for Modernization of Emergency Medical Call System at Niles Park and Union Court; and

WHEREAS, on May 4, 2012, 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 Modernization of Emergency Medical Call System at Niles Park and Union Court is hereby awarded to Martineau Electric Inc., in the amount of \$60,357.

On a roll call vote:

Aye

Nay

