

## MINUTES

Regular Meeting  
Dover Housing Authority  
August 21, 2012  
12:20 p.m.

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The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, August 21, 2012, at 12:20 p.m. at the Dover Housing Authority Annex, 4 Tolend Road, Dover, NH. Chairman, John McCooey, called the meeting to order.

### Roll Call

John McCooey, Chairman  
Marjorie Briand, Commissioner  
Barbara Caron, Commissioner  
John Pike, Commissioner

Also present were: Jack Buckley, Executive Director; Kathy Noel, DHA Administrative Assistant; Otis Perry, Capital Fund Manager.

Absent: Mark Moeller, Vice Chair

### Minutes

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

On a roll call vote:

#### Aye

John McCooey  
Marjorie Briand  
Barbara Caron  
John Pike

#### Nay

None

### **Manifests and Correspondence**

The check manifests were presented. John Pike moved, seconded by Marjorie Briand, to approve payroll checks numbered 015638 through 015776; housing checks numbered 035175 through 035300; Section 8 checks numbered 032788 through 032916 and D006043 through D006128; Addison Place checks numbered 004158 through 004180; and Covered Bridge Manor checks numbered 002706 through 002720.

On a roll call vote:

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron  
John Pike (abstained from housing check 035223)

**Nay**

None

### **Reports**

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

**Report of Executive Director dated August 21, 2012**

The Executive Director informed the Commissioners that May Glovinski, was unable to attend the meeting due to a death in her family, but informed the Board of her decision to retire as Deputy Director at the end of this fiscal year, June 30, 2013.

The Executive Director updated the Board on the Waterfront Development. Mr. Buckley reported that Mr. Dickinson will be seeking a new equity partner since the previous partnership fell through; but Mr. Dickinson is still committed to the project and will move forward by applying for the required permits.

Jack Buckley asked the Board to authorize the submission of an application to HUD to build a 28-unit apartment complex off Dover Point Road. The Executive Director explained that the units would be Tax Credit units for low-income elderly. Otis Perry provided an overview of the costs and the financial benefits if the Housing Authority applies, is approved, and moves forward with the project. The Capital Fund Manager reported that the city permits have already been obtained, and concept plans and unit layouts have already been drafted. Mr. Perry also discussed the point system that the NHHFA uses when reviewing Tax Credit applications.

The Executive Director reported that he will present pros and cons of DHA purchasing Addison Place at a future Board meeting for the Commissioners to review, as the "right of first refusal" to purchase Addison Place will be an option for the DHA after December 31, 2012.

Mr. Buckley reminded the Board that the next meeting, which would normally be held September 18, is in conflict with attendance for the Tri-State Housing Symposium. The Commissioners agreed on a new meeting date of September 25.

Housing Statistics reported for August were reviewed by the Commissioners. Mr. Buckley commented that there are several additional units with bed bug infestations that will be scheduled for treatments soon.

The DHA Liaison Officer, Bobby Joslin was unable to attend the Board meeting but submitted a written report for the Board. The Commissioners reviewed the report.

The Capital Fund Manager Report for August 2012 was presented to the Commissioners by Otis Perry. The Capital Fund Manager informed the Board that the façade repairs at Waldron Towers are completed. Mr. Perry added that the original bids that included both Waldron Towers and Central Towers came in much higher than anticipated, so the façade repairs at Central Towers will be considered in next year's budget. Specifications to

repave at Edgar Bois Terrace are in the works, Otis Perry added. The Senior Supportive Services Coordinator report was reviewed and briefly discussed by the Commissioners.

The Housing Choice Voucher FSS (HCVFSS) Program Coordinator Report and the Public Housing FSS (PHFSS) Program Coordinator Report for August were reviewed by the Board.

The Resident Services Coordinator Report for August was also reviewed by the members of the Board.

The Budget Comparative for the period ending 6/30/2012 was reviewed by the Board. There were no questions or comments.

The Executive Director asked the Board to remove the review of the *Check Signing Authorization Policy* from the agenda until a later date. Guidelines from HUD and recommendations from insurance agent D.B. Warlick & Co. are being sought, Mr. Buckley reported.

### **Resolutions**

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

#### **RESOLUTION NO. 2012-08-21-01**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 1 to Capital Fund Program Grant No. NH36P00350112, is hereby approved.

On a roll call vote:

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron  
John Pike

**Nay**

None

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

**RESOLUTION NO. 2012-08-21-02**

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for the **Installation of Interior Footing Drains and Sump Pumps at Mineral Park** under the Capital Fund Program; and

WHEREAS, one bid was received at the bid opening held on August 3, 2012 at 9:10 a.m.; and

WHEREAS, RESCON Construction Services, LLC, Londonderry, NH, was the low bidder; and

WHEREAS, RESCON Construction Services, LLC is not listed in the US General Services Administration Excluded List System; and

WHEREAS, in accordance with Section II, Paragraph B3 of the Procurement Policy, a price analysis was completed by the Capital Fund Program Manager who determined the price of \$28,200 was reasonable,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the contract for **Installation of Interior Footing Drains and Sump Pumps at Mineral Park** is hereby awarded to

RESCON Construction Services, LLC in the amount of \$28,200.  
On a roll call vote:

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron  
John Pike

**Nay**

None

John Pike moved for the adoption of the following resolution, seconded by Barbara Caron:

**RESOLUTION NO. 2012-08-21-03**

WHEREAS, bids were solicited in accordance with the Dover Housing Authority Procurement Policy for **Parking Lot Reconstruction and Expansion at Union Court** under the Capital Fund Program; and

WHEREAS, three bids were received at the bid opening held on July 20, 2012; and

WHEREAS, all of the bids exceeded the budget funds available,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the bids for Parking Lot Reconstruction and Expansion at Union Court are hereby rejected.

On a roll call vote:

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron

**Nay**

None

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

**RESOLUTION NO. 2012-08-21-04**

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Otis Perry is authorized to prepare and submit an application to the New Hampshire Housing Finance Authority (NHHFA) for Low Income Housing Tax Credits to build a 28-unit apartment complex for elderly off Dover Point Road.

On a roll call vote:

**Aye**

John McCooley  
Marjorie Briand  
Barbara Caron  
John Pike

**Nay**

None

**Miscellaneous**

The Board reviewed a letter from Otis/Atwell.

**Old Business**

There was no old business.

**New Business**

There was no new business.

