

MINUTES

Regular Meeting
Dover Housing Authority
December 18, 2012
12:00 noon

The Commissioners of the Dover Housing Authority held their regular meeting on Tuesday, December 18, 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 Chair
Marjorie Briand, Commissioner
Barbara Caron, Commissioner

Also present were: Jack Buckley, Executive Director; May Glovinski, Deputy Director; Otis Perry, Capital Fund Manager; Officer Bobby Joslin; Mark Leno, Jr.

Public Comment

None.

Minutes

The Minutes of the Regular Meeting of November 20, 2012, were presented. Marjorie Briand moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

Aye

John McCooey
Mark Moeller

Nay

None

Marjorie Briand
Barbara Caron

The Minutes of the Non-Public Session of November 20, 2012, were presented. Marjorie Briand moved to accept the minutes, seconded by Barbara Caron.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

Manifests and Correspondence

The check manifests were presented. Barbara Caron moved, seconded by Marjorie Barbara Caron, to approve payroll checks numbered 016024 through 016136; housing checks numbered 035641 through 035777; Section 8 checks numbered 033297 through 033429 and D006376 through D006456; Addison Place checks numbered 004227 through 004248; and Covered Bridge Manor checks numbered 002777 through 002802.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

In view of the possibility of a lengthy meeting, Chairman McCooey waived the order of agenda to take up New Business to avoid a scheduling conflict for two Board members.

New Business

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

RESOLUTION 2012-12-18-01

WHEREAS, Dickinson Development Corp. has made numerous attempts to find an equity investor/development partner willing to participate in the Cochecho Waterfront Development Project; and

WHEREAS, those attempts were unsuccessful in large part due to the state of the economy and market conditions; and

WHEREAS, the Dover Housing Authority Cochecho Waterfront Development Advisory Committee (CWDAC) believes that the best hope to develop this property rests with Dickinson Development's continued involvement in this project; and

WHEREAS, at their meeting on December 11, 2012, Cochecho Waterfront Development Advisory Committee, by a unanimous vote, approved the following changes to the Land Disposition Agreement (LDA) subject to approval by the DHA Board of Commissioners and the Dover City Council:

1. Dickinson Development Corp. ("DDC") shall make a one-time, \$25,000 payment to the City of Dover at time of LDA amendment.

2. From time of payment/LDA amendment, DDC shall have eighteen (18) months to find an equity investor/development partner willing to participate in continued project design, permitting and development.
3. All parties agree that any investment contingent upon a substantial change to the terms and conditions of the LDA will require both CWDAC recommendation and City Council approval for LDA amendment.
4. If DDC does not file for permits with the City of Dover and NH Department of Environmental Services before end of eighteen month extension, DDC's development rights per LDA will be void. If, however, application is made before said deadline, DDC will have option to pay an additional \$10,000 per month, starting with the nineteenth month following LDA amendment to further extend amended LDA closing date by thirty (30) days. DDC's option to pay \$10,000 per month may be exercised for a total of twenty-four (24) months.
5. Any and all payments made by DDC to the City of Dover pursuant to the above shall be non-refundable, but shall be applicable to the current LDA "Purchase Price." In further consideration of LDA amendment, DDC agrees to release all claims to current LDA \$100,000 deposit now held in escrow pursuant to the terms of LDA Exhibit 10.1. Specifically, DDC authorizes payment of the LDA deposit to Dover Housing Authority/City of Dover. All parties acknowledge said deposit remains applicable to the current LDA Purchase Price.

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the CWDAC recommended LDA changes are approved and that the Executive Director is authorized, on behalf of the Dover Housing Authority, to sign an amendment to the Land Disposition Agreement (executed May 22 and 26, 2009) which incorporates the above following review/approval of said amendment by the Dover City Attorney.

On a roll call vote:

Aye

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

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

RESOLUTION NO. 2012-12-18-02

WHEREAS, the Dover Housing Authority solicited bids from general contractors for **Repairs to Front Entrances at Mineral Park**; and

WHEREAS, on October 26, 2012, the Dover Housing Authority conducted a public bid opening at which 2 bids were received; and

WHEREAS, Murcon Construction of Somersworth, NH was the low bidder,

WHEREAS, at the regular meeting on November 20, 2012, the Board of Commissioners authorized the Executive Director to award the contract based on information contained in the Capital Fund Manager's report presented at that meeting,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the action taken at the November 20, 2012 meeting of the Dover Housing Authority Board of Commissioners to award the contract for **Repairs to Front Entrances at Mineral Park** to Murcon Construction, for the base bid amount of \$2,100 is hereby approved, ratified and confirmed.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

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

RESOLUTION NO. 2012-12-18-03

WHEREAS, Otis Perry has acted in the capacity of Capital Fund Manager, Comprehensive Grant Fund Manager and Modernization Coordinator for the Dover Housing Authority for over 30 years and has been instrumental in obtaining modernization funding and successful in carrying out the objectives of the grant programs; and

WHEREAS, the Dover Housing Authority and Otis E. Perry d.b.a Green Fields Property Management wish to extend the Contract for Capital Fund Manager Services for an additional year, in accordance with the terms of the contract dated September 2010,

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that the Contract between Dover Housing Authority and Otis E. Perry d.b.a. Green Fields Property Management to administer the Dover Housing Authority's Capital Fund Program is hereby extended for one year from September 28, 2012 to September 28, 2013.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron

None

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

RESOLUTION NO. 2012-12-18-04

NOW, THEREFORE, BE IT RESOLVED, by the Commissioners of the Dover Housing Authority, that Revision No. 3 to Capital Fund Program Grant No. NH36P00350112, is hereby approved.

On a roll call vote:

Aye

Nay

John McCooley
Mark Moeller
Marjorie Briand
Barbara Caron

None

The regular order of the agenda resumed.

Reports

Barbara Caron moved to accept the following reports as presented, seconded by Marjorie Briand:

Report of Executive Director dated December 14, 2012.

Jack Buckley stated he should have a recommendation within two weeks on whether the Dover Housing Authority should buy Addison Place.

Housing Statistics Report for December 2012. There was no discussion.

Report of DHA Liaison Officer for December 2012. There was no discussion.

Report of Capital Fund Manager for December 2012. There was no discussion.

Report of Senior Supportive Services for December 2012. There was no discussion.

Report of Housing Choice Voucher FSS (HCVFSS) Program Coordinator for December 2012. There was no discussion.

Report of Public Housing FSS (PHFSS) Program Coordinator for December 2012. Recalling a statement made in the PHFSS Program Coordinator's report, Commissioner Briand questioned whether the issue of trust among potential program participants was also encountered by the HCV FSS Program Coordinator. Jack Buckley stated that it was and that it simply took time for participants to become comfortable with the program and the Coordinator.

Report of Resident Services Coordinator (RSC) for December 2012. Mark Leno informed the Board that an educational session on bed bugs was being held this evening at 6:00 p.m. at the SOCC for residents of Mineral and Whittier Parks and Addison Place.

Financial Reports. The Budget Comparative for the period ending 10/31/2012 was reviewed.

Policy Review. The *Family Self-Sufficiency Program Action Plan* was reviewed by the Board. There were no changes suggested at this time.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

Old Business

There was no old business.

Chairman McCooey called for a motion to enter Non-Public Session to discuss the acquisition of real property and a personnel matter.

Regular session recessed and Non-Public Session convened at 12:15 p.m. on a motion by Barbara Caron and seconded by Marjorie Briand.

Regular session reconvened at 12:45 p.m. on a motion by Marjorie Briand, seconded by Barbara Caron.

Barbara Caron moved, seconded by Marjorie Briand, to authorize the Executive Director to proceed with the purchase of property at 29 Union Street in the amount of \$175,000.

On a roll call vote:

Aye

John McCooey
Mark Moeller
Marjorie Briand
Barbara Caron

Nay

None

Adjournment

Marjorie Briand moved to adjourn, seconded by Barbara Caron. The regular meeting adjourned at 12:50 p.m.

Chairperson Date

Secretary Date

DRAFT