

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
PORTSMOUTH HOUSING AUTHORITY  
245 MIDDLE STREET  
PORTSMOUTH, NH 03801  
April 11, 2018  
2:00 P.M.**

Vice Chair Schwartz called the meeting to order at 2:00 p.m. and requested a call of the roll. Those present and absent was as follows:

**I. ROLL CALL**

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini  
Commissioner Pickering  
Commissioner Leith  
Vice-Chair Schwartz  
Commissioner Kennedy

Chair Griffin

Also present: Craig Welch, Valerie Labrie, Norma Laurent, and Mary Mancini

Guest: Peter Roche

Vice Chair Schwartz declared a quorum was present.

**II. READING OF MEETING MINUTES**

**Commissioner Kennedy moved to accept the March 14, 2018 Minutes as presented. Mr. Leith seconded the motion. All were in favor and the motion carried.**

**III. EXECUTIVE DIRECTOR'S REPORT**

Mr. Welch informed the Board that a third work session with the Historic District Commission would take place tonight and we will be before the Zoning Board of Adjustment on Tuesday, April 17<sup>th</sup>. He added the PHA is hosting a public information session at the Liar's Bench on Monday, April 16<sup>th</sup> beginning at 6:30 p.m. and he will send out more information when he has finalized the plan.

Mr. Welch explained there is an outstanding application for New Hampshire Community Development Finance Authority tax credits, which are different from Federal tax credits because we sell them ourselves. He informed the Board we have been selected for a site visit from CDFA reviewers on Friday followed by a lunch at Jump'n Jay's. He listed those who will be joining the meeting and added Commissioners are welcome to attend. Mr. Welch requested that Board members inform him of any business contacts they have in the community so we can approach them about buying State tax credits. Mr. Welch informed the Board we have commitments from Jay McSharry, Piscataqua Savings Bank and the Kane Company to purchase tax credits.

Mr. Welch informed the Board that Eckman Construction was the lowest bidder for the construction management contract and explained we are regulated by NHHFA (New Hampshire Housing Financial Authority) to take the lowest bid. The LTD Board members voted to approve this contract.

Mr. Welch pointed out the Board packet contains a listing of our Section 8 vouchers allocated by area. Portsmouth has the highest number of vouchers used.

Mr. Welch explained we are looking to apply for the Federal Moving to Work Program (MTW) and described the program, which will give us flexibility by deregulating some operations. We will be proposing to HUD to have adjacent MTW programs for the whole state, which would allow other housing authorities to utilize some of the benefits of the program. Mr. Welch added the Governor is supporting this proposal.

Mr. Welch reported eleven children from PHA have signed up for Portsmouth Little League.

Mr. Welch pointed out the organizational chart shows no open positions. He added we have more staff participating in the health insurance plan and we are seeing some pressure on our budget.

**Commissioner Kennedy moved to accept the Executive Director's Report.  
Commissioner Leith seconded the motion. All were in favor and the motion carried.**

#### IV. OLD BUSINESS

##### Court Street Workforce Housing Development Update

This item was discussed in Mr. Welch's Executive Director's Report. Commissioner Ferrini pointed out the predevelopment budget, which was included in the Commissioner's packet. He added Ms. Labrie and Mr. Roche are working together and the report shows the expenditures including the \$50,000 contributed by the PHA. Commissioner Ferrini also pointed out an amended report was passed out today that includes showing the actual amount of expenditure is \$120,215.

##### Community Development Finance Authority Tax Credit Strategy

Commissioner Kennedy asked if tax credits are considered to as donations. Mr. Welch explained businesses purchase credits to go towards business enterprise tax, profit tax and insurance premium tax. These are not a one for one credit and businesses are only allowed to use 75%, which calculates to approximately 11% becoming a donation. Mr. Welch is working to get more businesses to commit to purchasing tax credits. Mr. Welch explained the benefits for businesses, which includes keeping dollars in Portsmouth.

Mr. Welch explained we are in a partnership with Great Bay Community College to offer scholarships to students who are residents of Wamesit and Gosling to continue their education.

#### V. NEW BUSINESS

##### Removal of Authorized Contacts for Bank of America Credit Card

Mr. Welch explained we are removing people who are no longer with the Portsmouth Housing Authority and will be adding Norma Laurent as a contact.

**Commissioner Ferrini moved to approve the removal of authorized contacts for Bank of America Credit Card and add Norma Laurent as a contact.  
Commissioner Leith seconded the motion. All were in favor and the motion carried.**

#### VI. Operational Reports

##### Wait List

Mr. Welch explained the purge of the wait list has begun and the numbers will show a decrease in May.

##### Vacancy Report

Mr. Welch explained a unit that was vacant for 60 days had flooring replaced and also that we had an issue with the incoming tenant who had been arrested for burglary prior to her move in date. This created an unusual situation which took some time to resolve.

Vice Chair Swartz left the meeting at 2:50 p.m. and Commissioner Kennedy chaired the rest of the meeting.

##### Financial Reports

Commissioner Ferrini questioned if the \$2,000 per month listed in the Court Street Predevelopment Budget for the tax credit attorney is in addition to the legal costs listed on the PHA Financials. Peter Roche replied that the \$2,000 for Court Street is for specialized counsel at Sheehan, Phinney. Ms. Labrie added these expenses are non-routine and are reflected in the

LTD financials. Mr. Welch informed the Board that Mr. Bosen has been doing all land use work for Court Street as part of his normal contract fee.

Commissioner Kennedy questioned the negative variance of \$19,476 under Central Office Cost Center. Ms. Labrie explained this expense is frontline maintenance and we billed out less last month because of less hours worked by the maintenance crew.

Rent Collection Report

No comments or questions.

Housing Choice Voucher Utilization Report

No comments or questions.

**Commissioner Leith moved to accept the financial reports.  
Commissioner Ferrini seconded the motion. All were in favor and the motion carried.**


**VII. COMMISSIONER'S COMMENTS**

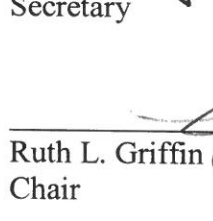
None.

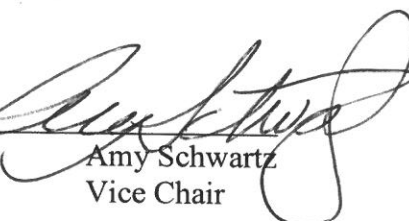
**VIII. ADJOURNMENT**

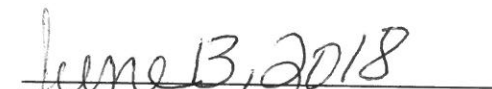
**Commissioner Ferrini moved to adjourn the meeting at 2:58 p.m.  
Commissioner Leith seconded the motion. All were in favor and the motion carried.**

Respectfully submitted,

  
Craig W. Welch  
Secretary

Accepted by:  Ruth L. Griffin  
Chair

 Amy Schwartz  
Vice Chair

  
Date