



**Board of Commissioners Regular Meeting
April 11, 2018 - 2:00 p.m.
245 Middle Street, Portsmouth, NH**

I. Roll Call

Members present: Vice Chair Swartz, Commissioner Leith, Commissioner Ferrini, Commissioner Pickering and Commissioner Kennedy

Members absent: Chair Griffith

Staff present: Craig Welch, Valerie Labrie, Norma Laurent, Mary Mancini

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 explained there is a third work session with the Historic District Commission tonight. Next Tuesday will be the Zoning Board of Appeal and there will be a public information session at Liar's Bench on Monday the 16th.

There is an outstanding application for State Community Tax Credits, which are different from Federal. Mr. Welch explained we have been selected for a site visit from CDF reviewers on Friday followed by a lunch at Jump'n J's. He added all are welcome to attend. Mr. Welch also requested Board members let him know of any contacts in the business community who are looking for a state tax liability and want to find a good way to invest in the community. Mr. Welch informed the Board we have three commitments to buy tax credits and the information is outlined on Page 2 of his report.

The selection of a construction management firm, Eckman Construction, was motioned at the LTD meeting. Mr. Welch explained we are obligated by NHHFA to take the low bid. We are were happy with them.

Mr. Welch pointed out a chart included in the Board packet listing our Section 8 vouchers by allocated area. We may be applying for the Moving to Work Program (MTW) and he explained the program would give us flexibility. He added this program would help people

make financial progress and teach the to plan. We will be proposing HUD have adjacent MTW programs for the whole state and the governor is recommending it. Mr. Welch listed the 13 housing authorities that are active in New Hampshire. Mr. Welch will invite a presenter to a Board meeting soon to discuss the program.

Eleven children from PHA have signed up for little league. Mr. Welch is planning to expand the Bridges out of Poverty Program, which is part of the Strategic Plan.

Mr. Welch commented on the organizational chart having no open positions. He added we have more staff participating in the health insurance plan and we are seeing some budget pressure. Mid-year salary adjustments will happen to make the pay comparable to the average area.

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.

Community Development Finance Authority Tax Credit Strategy

Mr. Welch is working to get more businesses to commit to purchasing tax credits. Mr. Welch explained the benefits for businesses, which include keeping dollars in Portsmouth.

V. New Business

- Federal Moving To Work Program Discussion

This item was discussed in Mr. Welch's Executive Director's Report.

- Removal of Authorized Contacts for Bank of America Credit Card

Mr. Welch explained we are removing people who are no longer with the 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
The purge has begun.
- Vacancy Report
Discussion of a unit that was 60 days vacant ensued. Mr. Welch explained there were maintenance and flooring issues along with an issue with the incoming tenant. There

was an informal hearing and this person received a voucher instead. This person had been arrested and we cannot evict based upon an arrest. He added we do received the police report and, if enough evidence is present of a crime committed, we will decide whether or not to proceed with an eviction.

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 expenditures for legal in addition to the \$2,000 per month budgeted. Ms. Labrie replied the costs were for filing fees and not Mr. Bosen's fees. She pointed out the fee attorney for Court Street is documented in the LTD financials.

Commissioner Kennedy questioned the negative variance of \$19,000 under central office cost center. Ms. Labrie explained this amount is from frontline maintenance and tax credit expenses for properties and revenues.

- 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.