

**REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET
PORTSMOUTH, NH 03801
January 10, 2018
2:00 P.M.**

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

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini

Commissioner Kennedy

Commissioner Pickering

Commissioner Leith

Chair Griffin

Vice-Chair Schwartz

Chair Griffin declared a quorum was present.

Also present: Craig Welch, Valerie Labrie, John Bosen, and Mary Mancini.

Guest: Adam Ruedig, LTD Board candidate.

Mr. Welch introduced Mr. Ruedig who is interested in joining the LTD Board. Mr. Ruedig was introduced to Mr. Welch by Commissioner Kennedy. Mr. Welch stated there are currently two vacancies on the LTD Board. After Mr. Ruedig described his background, education and experience, Chair Griffin thanked Mr. Welch for introducing him to them.

II. READING OF MEETING MINUTES

Chair Griffin thanked Commissioner Ferrini for leading last month's meeting in her absence. Chair Griffin moved to waive the reading of the Minutes of December 13, 2017 and to accept the minutes as presented; the motion was seconded by Commissioner Leith. There were no additional comments. All were in favor and the motion carried.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch gave a brief history of PHA's effort over the last few months to purchase one of Great Bay Services' properties located at 200 Greenleaf Avenue. He explained Great Bay Services is a nonprofit that serves people with developmental disabilities. The Strategic Plan for 2017 - 2020 includes the goal of purchasing and preserving affordable housing in Portsmouth. He explained that we decided not to purchase the property as it is now, a 12-bed group home, and tried to pursue the property using a different plan. Great Bay Services has signed a contract with another seller. Mr. Welch added there were complexities and issues with the land being wetlands and slopes. He explained we also looked at preserving the vouchers and ended up withdrawing the application with HUD. He described the difficulty of keeping our voucher utilization high due to the high rental costs in Portsmouth. Keeping the utilization high, allows us to be reimbursed allows us to cover staff costs. Vice Chair Schwartz asked how much of a radius is allowed for vouchers from Portsmouth. Mr. Welch replied tenants can use our vouchers within six mile radius of Portsmouth and vouchers can be used elsewhere after a voucher holder

has been in the program for one year. He added other housing authorities have given up the Section 8 program because they were unable to keep the staff due to not being reimbursed. Chair Griffin asked if our vouchers are used in Rye and referred to an article she read in the newspaper regarding a development located there. Mr. Welch replied the property referred to in the newspaper is owned by Housing Partnership which is a nonprofit developer and he will look into if we have any.

Mr. Welch gave an update on the Court Street project which included a slide presentation of the current site plan. The land use application will be submitted on January 19th to the Historic District Commission (HDC). He has met with Chief Achilles from the Fire Department, who is an abutter, and a member of the technical review committee. He will also be meeting with an analyst because a market study will be needed. A staff meeting with the City's Planning Department will take place on Thursday. Mr. Welch will be meeting with the *Portsmouth Herald* editorial department before the 19th. Mr. Welch informed the Board that the parking requirements will be the largest constraint and we will be asking for a variance for those and also a variance for building height. Mr. Welch stated they are looking at 68 workforce housing units, 5 market rate units and 84 parking spaces. Mr. Welch explained the proposed location of driveways and the design for parking. He explained the location of the buildings and the location of greenspace that is proposed in the back. This would be a small park. Vice Chair Schwartz commented she is against creating a smoking area. Mr. Welch replied, unfortunately, there needs to be a designated smoking area and HUD could eliminate smoking entirely in the future. Vice Chair Schwartz requested someone speak with the Police Department regarding the planned location of greenspace for security reasons.

Commissioner Ferrini asked if low income housing will be included in the project. Mr. Welch explained workforce housing is considered low income and explained the formula for determining the eligibility. Discussion of tax credit properties being subject HUD rules ensued. Mr. Welch explained low income housing tax credit compliance is done through local state housing authorities. Mr. Welch will give a copy of HUD's 2018 income limit chart to them. Commissioner Ferrini asked to have a presentation that shows who is doing what. He also agrees the greenspace location is a security risk. He expressed his concern about the design and what iteration of which plan is going before the HDC and to what extent are we bound by the design. Mr. Bosen explained it will be several months until the plan is final and, after approved, it goes to the Planning and Zoning Boards. Commissioner Ferrini pointed out the Police Department should be asked their view of the configuration of the greenspace area now to avoid spending more money on redesign.

Commissioner Ferrini requested to have those responsible for the design, along with a presentation of the rights and responsibilities of each entity at the next Commissioner's meeting. He also requested a copy of the MOU. Mr. Welch responded Carla Goodknight, the architect, will be present at the February meeting.

Vice Chair Schwartz asked if the administrative offices can be moved to the existing house on the Court Street property. Mr. Welch responded that it is a possibility but, as part of the agreement, the seller is keeping the house. Vice Chair Schwartz added if it is moved, she would recommend moving the greenspace to that area.

Mr. Welch informed the Board test borings are scheduled to be done this week and an archeologist will be present because of the area.

Commissioner Ferrini expressed his concern with both entities having paid for the design that is going to the HDC and not having voted on it. He would like to know who pays for what and why. Chair Griffin asked if there will be a chance of a negative impact from the application

presented on the 19th. She expressed her concern the current LTD Board is incomplete and new board members will not be orientated with what is happening now. Mr. Bosen explained the votes were taken when there was a full board and no votes have been taken since the two members resigned. Commissioner Ferrini requested Ms. Labrie prepare an analysis of funds expended by both entities for whatever services have been utilized to date for the next Board meeting.

Mr. Welch gave an update of resident services including the Christmas gift giveaway held at Greenleaf Recreation Center. Chair Griffin attended on two days and found it rewarding. One-thousand children were given gifts.

There being no further questions or comments, Commissioner Leith moved to accept the Executive Director's report; Commissioner Ferrini seconded the motion. All in favor and motion carried.

IV. OLD BUSINESS

- Court Street

This item was covered in Mr. Welch's report. Chair Griffin asked what meetings for Court Street should the commissioner's attend. Mr. Welch will let the Board know of work sessions and public hearings.

Chair Griffin expressed her concern of having a meeting with the newspaper before submitting the application to the HDC and she recommended postponing the meeting with the paper until the application is submitted. Mr. Bosen agreed because once submitted, it is public record. Commissioner Ferrini commented on the need to make sure every party with a financial stake has the opportunity to comment on public filings. Mr. Bosen explained our consultant is driving the architects to meet the tax credit deadline and all permits need to be in place by August to meet this, which is imposed by NHHFA. Mr. Welch explained an important part of the scoring is an approved project. Mr. Welch agreed to postpone the meeting with the newspaper's editorial board.

V. OPERATIONAL REPORTS

Vacancy Report

No comments or questions.

Landlord Tenant Report

Chair Griffin commented on her concern with one of the tenants listed on Mr. Bosen's report. Mr. Welch reported the owed money has been paid in full and the tenant is coming home.

Wait List

No questions or comments.

Financial Reports

Commissioner Ferrini questioned why the operating fund for Amp 1 is higher for actual than budget. Ms. Labrie replied that the proration is higher than what was budgeted and the funding is higher because of HUD's decision. Commissioner Ferrini also questioned the significant difference from budget to actual administrative expense in Amp 1 and Amp 2. Ms. Labrie explained we have had employee vacancies and there are the variances of salaries and health plans. She added the budgeted amount not expended will become part of the reserve balance.

Rent Collection Report

Chair Griffin commented the utilization has stayed constant. Mr. Welch explained we need to push vouchers higher and, when the Section 8 Director returns from maternity leave, this will be done. Issuing vouchers is difficult in Portsmouth because of the cost of rents is high and people may not use them.

Commissioner Ferrini moved to approve the Operational Reports; Commissioner Leith seconded the motion. There being no further comment, all were in favor and the motion carried.

VI. NEW BUSINESS

- Write off of Bad Debt

Commissioner Ferrini moved to accept the proposed write off of bad debts. Commissioner Leith seconded the Ferrini Leith 2nd. No further questions, all were in favor and carried.

- Nonpublic session- Human Resource discussion.

Commissioner Ferrini moved to go into a nonpublic session for human resource discussion; Commissioner Leith seconded the motion. All were in favor and the motion carried.

The Meeting was called back into regular session at 3:35 p.m.

Commissioner Ferrini moved to approve the report made by the compensation committee. Mr. Leith seconded the motion. All were in favor and the motion carried.

Commissioner Ferrini stated the Board appreciated the exceptional, sophisticated and hard work of the Executive Director for improving PHA.

Vice Chair Schwartz expressed her gratitude for the work of the Executive Director and that the PHA has an excellent standing in the community and has assembled an outstanding staff. She also cited strong financial management, technology upgrades, expansion of resident services and collaboration in the community.

Commissioner Ferrini asked to add to the record that Executive Director will receive a 2% cost of living increase to commensurate with other PHA staff in addition to a one time lump sum distribution of \$3,750.

VII. COMMISSIONER COMMENTS

Mr. Welch asked if the Commissioners would entertain a motion to appoint Adam Ruedig to the PHA Housing Development, Ltd. Board. Chair Griffin stated that she does not want to vote on any particular person until all recommended people have been contacted. Commissioner Ferrini suggested that we post a notice on our website to say that we have open board seats on LTD and that anyone interested should contact the Executive Director. Commissioner Ferrini asked that the Executive Director collect resumes from anyone interested to be distributed to the PHA.

VIII. ADJOURNMENT

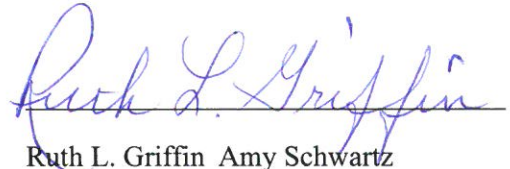
Vice Chair Schwartz moved to adjourn the meeting at 3:55 p.m.; Commissioner Pickering seconded the motion. All were in favor and the motion carried.

Respectfully submitted,



Craig W. Welch

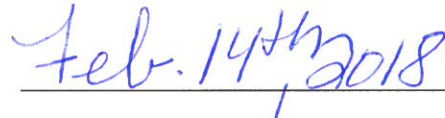
Secretary



Accepted by: Ruth L. Griffin Amy Schwartz

Chair

Vice Chair



Date