

**REGULAR MEETING  
BOARD OF COMMISSIONERS  
PORTSMOUTH HOUSING AUTHORITY  
245 MIDDLE STREET  
PORTSMOUTH, NH 03801  
NOVEMBER 14, 2018 - 2:00 p.m.**

Commissioner Kennedy declared a quorum and called the meeting to order at 2:10 p.m.

**I. ROLL CALL**

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Leith  
Commissioner Ferrini  
Commissioner Pickering  
Commissioner Kennedy

Chair Griffin  
Vice Chair Schwartz

Also Present: Craig Welch, Peter Roche, Valerie Labrie and Sandi Coyle

**II. READING OF THE MINUTES – October 10, 2018**

Commissioner Ferrini noted a correction to the October meeting minutes in a section of the ED Report.

**Commissioner Leith moved to accept the October 10, 2018 meeting minutes pending the requested corrections. Commissioner Ferrini seconded the motion. All were in favor and the motion carried.**

**III. EXECUTIVE DIRECTOR'S REPORT**

Update on Court Street and RAD program

Mr. Welch highlighted the RAD program and encouraged Commissioners to attend either of the next two resident information meetings. He explained that the past two meetings have gone very well with good attendance and participation. The sessions presented an overview of the RAD program noting that it would provide for increased funding for more routine improvements as well as give the ability to leverage debt/equity for larger scale capital improvements. The Feaster meeting accomplished two objectives in presenting RAD and the demo/dispo topic as part of a requirement for the section 18 demo/dispo application. Mr. Welch and Mr. Roche confirmed HUD approval prior to conducting a meeting for both topics.

**Commissioner Kennedy asked the board to review the first resolution: Proposed Resolution No. 2018-003. No discussion. Commissioner Ferrini moved to approve resolution # 2018-003 – Demolition Disposition – 160 Court Street. All in favor. Commissioner Kennedy requested a roll call vote. Sandi Coyle conducted a roll call vote; Resolution No. 2018-003 passed unanimously.**

Payment Standards and Flat Rents

Mr. Welch explained the flat rent structure. HUD has just changed the amount that we're able to charge which would slightly increase rents for a very small number of tenants who have increased their

incomes beyond what HUD assisted housing allows. Resolution 20018-005 shows rental rates and increased adjustments. There are only 11 PHA units currently paying flat rent. Commissioner Kennedy expressed that the increase could be a lot for some people and fortunately would not impact many public housing residents. Mr. Welch suggested that there is a mechanism to phase in any rent increase and minimize the financial impact to residents.

**Commissioner Ferrini moved to accept Proposed Resolution No. 2018-005 subject to guidelines promulgated by HUD. Commissioner Kennedy seconded the motion. All in favor.**

**Ms. Coyle conducted a roll call vote to approve Resolution No. 2018-005 as amended; passed unanimously.**

Mr. Welch asked to table Proposed Resolution No. 2018-004 until our December meeting.

**Commissioner Ferrini moved to table Proposed Resolution No. 2018-004 until the December meeting. Commissioner Pickering seconded. All in favor and the motion carried.**

### Holiday Happenings

Christmas Tree Lighting on November 27th @ Margeson; Holiday sweets and refreshments in the common area at 4:30pm, Tree Lighting at 5:30pm. Thanksgiving Food Basket Delivery on November 20th, 9am-1pm; resident services will be putting baskets together on Nov.19th and need a lot of volunteer support - please pass the word along. Christmas Give-Away at the Greenleaf Rec Center on December 17, 18,19th from 9am-6pm. PHA staff holiday on December 20<sup>th</sup>.

Commissioner Kennedy congratulated and thanked Mr. Welch and his team for a very good PHA score report.

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

### Draft Budget Presentation for 2019

Ms. Labrie reviewed her memo to the Board with some highlights. We have a \$9.4M budget with an increase in revenues of 8%. Dwelling rents increased mostly at Gosling Meadows. This is a result of unreported income and a higher rate of employment among residents. There is a highlighted increase in property management fees, decrease in cable expenses, and increase in other grants (21<sup>st</sup> century), operating subsidy increase of 11% based on eligibility. Total operating expenses are \$5,914,528, an increase of 7%. The Board will be asked for a vote to approve the 2019 Budget at the December meeting.

## **VI. OPERATIONAL REPORTS**

- **Finance:** Ms. Labrie will make a correction on 2016 budget to actual (ROSS) to show 2018. Looks like there is extra funds, could we use that towards additional staff. Discussion proceeded around organizational structure having limitations for adding staff because we operate with a centralized office cost center. Mr. Welch reaffirmed that we continue to look at ways for addressing needs of the organization with any excess reserves.
- **Wait List:** Bulk of the demand is for 1 bedroom units. We purged the wait list in June/July which reflects the decrease however the demand is steadily rising.
- **Vacancy Report**

- **HCV Leasing Data:** PHA works with about 160 landlords in the region to provide section 8 housing.
- **Court Street:** The section 8 team is working on a tenant selection plan for the Court Street project that aligns with HUD requirements and proposed accommodations for the City.

**Commissioner Kennedy moved to accept the Operational Reports. Commissioner Ferrini seconded. All in favor and the motion carried.**

**VII. COMMISSIONER’S COMMENTS**

Commissioner Ferrini congratulated Mr. Welch for his award at the Great Bay gala, it was a wonderful event.

**VIII. ADJOURNMENT**

**Commissioner Ferrini moved to adjourn the meeting at 3:33 p.m. 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