

**REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET
PORTSMOUTH, NH 03801
DECEMBER 12, 2018 - 2:00 p.m.**

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

I. ROLL CALL

PRESENT

Chair Griffin
Commissioner Kennedy
Commissioner Ferrini
Commissioner Pickering

LATE ARRIVAL

ABSENT

Commissioner Leith
Vice Chair Schwartz

Also Present: Craig Welch, Valerie Labrie and Sandi Coyle

II. READING OF THE MINUTES – November 14, 2018

Commissioner Kennedy moved to waive said reading of the Minutes dated November 14, 2018 and accept as presented.

Commissioner Ferrini seconded the motion.

All were in favor and the motion carried.

III. EXECUTIVE DIRECTOR’S REPORT

Mr. Welch highlighted that we are going to do a short mid-point assessment of our 2017-2020 Strategic Plan and will have an extended board meeting in February to work with ESC in reviewing the strategic plan and assessing our progress and future goals.

The Meadows Preschool program is moving forward with a goal to open by for a January 7th e, and our aspirational goal is to 100% of eligible PHA kids enrolled in the preschool program. Resident Services is playing a major role in the outreach to families, identifying barriers, and working to address the unique needs of our families.

Mr. Welch noted that the recent article in the paper misrepresented facts by saying that “most” household at Gosling Meadows don’t have laundry machines, when we know the households with machines is rare.. Regardless, the article has drawn positive attention and we’re getting inquiries for donations.

Mr. Welch highlighted gave an update on the Court Street project. Mr. Bosen gave an update on the appeal to our Planning Board approvals and clarified that the court acknowledged that Mr. Brighton cannot speak on behalf of petitioners, is limited to the 1 hour hearing, and will be

unable to bring an extensive list of people to testify. The court date is scheduled for January 4th at 8:30am in Brentwood and we expect to have a decision within 30 days of the final hearing.

Chair Griffin asked if there are any questions or conversation needed for the 2019 budget. Ms. Labrie included a memo that notes minor changes between the 2019 budget submitted at the November 14th meeting and the final revised budget based on suggested edits during the last meeting. Commissioner Kennedy asked other grants increase; Ms. Labrie stated that comes from the 21st Century grant and more part time people working under that grant. Also noted that we provided a cost of living increase to employees of 2.5%; Ms. Labrie said the budget is up 6% over 2018. Computer costs have increased 33%, which reflects improvements projected for next year for camera's and work station upgrades. Tenant Services has increased due to another staff person added to AMP 2. There being no further questions, Chair Griffin asked for a motion.

Commissioner Kennedy made a motion to approve the 2019 Proposed Budget as presented. Commissioner Ferrini seconded the motion. All were in favor and the motion carried.

Mr. Welch asked the Commissioners to strike the narrative included at the bottom of Resolution # 2018-004. The payment standards are reflective of HUD Fair Market rents and our current funding with the section 8 program. Commissioner Kennedy asked what proportion of our residents will be negatively affected; Mr. Welch assured it is almost none.

Commissioner Kennedy made a motion to approve Res. No. 2018-004 pending that we strike the paragraph on page 2 below the payment standard chart. Commissioner Ferrini seconded the motion. Roll call vote; all were in favor and the motion carried.

Mr. Welch shared that we have completed all our resident information meetings as well as met with the Resident Advisory Board. The process is moving forward and there will be more information next month. The proposed RAD schedule would be a multi-phase portfolio:

- Phase I: 2019 Feaster (we are hoping for a closing on the RAD transaction by the end of 2019)
- Phase II: 2020-2021 Margeson
- Phase III: 2022-2023 a more transformational update at Gosling Meadows

In one of the RAD meetings, we combined a requirement for engaging residents with the section 18 demo/dispo project as well. We are close to submitting the application. Mr. Welch asked the board for a vote to move forward with the demo/dispo

Commissioner Kennedy made a motion to approve the ED to proceed with the Section 18 application to the HUD special application center for the purpose of demo/dispo at Feaster. Commissioner Ferrini seconded the motion. All were in favor and the motion carried.

IV. OPERATIONAL REPORTS

Commissioner Kennedy commented that we continue to build reserves in these budgets. The LTD board discussed applying some of these reserves to the new Court Street project with the potential that it can be allocated towards closing the funding gap. Ms. Labrie and Mr. Welch will be looking into the permissibility of this. The Board unanimously extends support and appreciation to Ms. Labrie for her excellence in preparing both PHA and LTD financials.

Commissioner Kennedy commented that the first page of Court Street documents (predevelopment budget to actual) a gap between money spent to date is \$340,093 vs the projected budget of \$606,057. The reason for this is that we have put a hold on CJ Architects.

**Commissioner Kennedy made a motion to accept the operational reports.
Commissioner Ferrini seconded the motion.
All were in favor and the motion carried.**

VII. COMMISSIONER'S COMMENTS

Chair Griffin acknowledged that Commissioner Ferrini's sister has just become President of the University of Maine and asked him to extend a congratulations to her from the Commissioners. Chair Griffin also commented that her nephew was recognized by Lahey Clinic with the dedication of a transplant building, Roger L. Jenkins, in his honor. Commissioner Pickering commented that the Christmas tree outside of Margeson looks beautiful this year. Mr. Welch explained that we may need to plant a new tree in the near future and that Urban Tree Service does a great job with the PHA and with helping us light this tree. .

VIII. ADJOURNMENT

**Commissioner Ferrini made a motion to adjourn the meeting at 3:27 p.m.
Commissioner Kennedy 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