

**REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET
PORTSMOUTH, NH 03801
March 14, 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
Vice-Chair Schwartz
Chair Griffin
Commissioner Kennedy

Commissioner Pickering
Commissioner Leith

Also present: Craig Welch, Valerie Labrie, Norma Laurent and Mary Mancini.
Guest: LTD Board Members - Katherine Kane, Adam Ruedig.

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Kennedy moved to waive the reading and approve the Minutes as presented for February 14, 2018. Commissioner Ferrini seconded the motion. All were in favor and the motion carried.

Mr. Welch requested to hear Item III after Item IV in order to discuss the Court Street Workforce Project while LTD Board members were present. Mr. Welch introduced Director Kane and Director Ruedig, new LTD board members.

The Board had no objection.

III. EXECUTIVE DIRECTORS REPORT

Commissioner Kennedy commented on the resident services section being fantastic. He added he would like to see one of their flyers.

After reviewing the organizational chart, Vice Chair Schwartz asked of PHA's policy on family members being employed. Mr. Welch stated he will find out for her. Chair Griffin pointed out married couples have been employed by PHA in the past.

After reviewing the Landlord/Tenant memorandum, Chair Griffin requested the Board receive updates of the evictions without using names.

IV. OLD BUSINESS

Court Street Workforce Housing Development

Mr. Welch gave a summary to the Board of the LTD meeting which included a presentation by the Court Street Project architect, Carla Goodknight. He informed the Board there will be a

Historic District Commission (HDC) meeting this evening and a Planning Board meeting, for initial review, tomorrow night. They will also be attending the Technical Review and Zoning Board meetings. He added the Planning Board meeting is important because we will need to ask for relief for parking. He added the City's new parking requirements for visitors of one visitor spot per five units will affect the numbers as well. Mr. Welch added the Historic District Commission has been complimentary of what was brought to them and positive. He explained the largest challenge is the cost due to the location being in the historic district. He added we will be competing with other projects whose development costs aren't as high and he needs to apply for federal low income housing tax credits by August. Mr. Welch explained he is looking for sources of equity and will be applying for a New Hampshire Community Development Finance Authority for state tax credits and requested referrals from Board members of businesses that have New Hampshire tax liability and would like to do a service in Portsmouth. He has included in the Board packet letters of commitment and support. The next bid will be for construction management.

Chair Griffin requested Board members to try to attend the Historic District Commission and Planning Board meetings scheduled for 6:30 p.m. tonight and tomorrow night. Mr. Welch described the resistance from the last meeting including an abutter who was concerned with the addition low income housing in that area. Mr. Welch stressed the importance of people understanding PHA has 500 people on the wait list of which many would be unable to afford the rent for the Court Street Project. He added the project will not be public housing and there is no additional subsidizing and no Section 8 voucher. Mr. Welch has reached out to abutters on Rogers Street and has met with the law firm located behind Feaster to address their concerns. Chair Griffin asked if the land around the Fire Department is contiguous with the Baker-Wright Building and land. Mr. Welch replied it is not.

Commissioner Kennedy spoke of the good work on the narrative on the CDFA tax credit application. The formal name of the project is Court Street Workforce Housing Project.

Chair Griffin hopes some of the historic significance that people come to Portsmouth for will occur and we enhance the historic buildings on Court Street. Commissioner Kennedy described some of the potential facades for the new structure which will soften the Feaster building and added the work Mr. Welch, Mr. Roche and the architects have done is tied to the City's Strategic Plan and he supports it. Commissioner Kennedy requested the full year be written out in the application timeline.

Commissioner Kennedy moved to accept the Tax Credit Application Report. Commissioner Ferrini seconded the motion. Commissioner Ferrini requested the Board receive updates on the tax credit application process. All were in favor and the motion carried.

V. NEW BUSINESS

Proposed Changes to PHA's Section 8 Administrative Plan

Mr. Welch explained he is requesting to amend the Section 8 Administrative Plan to add a homeless preference and a preference for veterans and surviving spouses of veterans who receive spousal benefits. Mr. Welch explained the changes will enable the PHA to help people that are experiencing homelessness and have been at a shelter for a long period of time. He added he is not suggesting any changes for public or tax credit housing. He explained New Hampshire Housing has an expeditor who issues vouchers faster and PHA is not large enough to have an staff such as this. The success rate of the Section 8 program is a function of the number of

vouchers we issue versus the vouchers that get use. Mr. Welch discussed the need to allow for single room use vouchers as well.

Commissioner Kennedy moved to accept the changes to the Section 8 Administrative Plan. Commissioner Ferrini seconded the motion. Mr. Welch confirmed only spouses who receive spousal benefits will qualify for the veteran preference. All were in favor and the motion carried.

Chair Griffin pointed out the list of nonprofits in the CDFA application and disagreed with one listed.

Portsmouth Housing Development, Ltd. Board Business

Mr. Welch informed the Board that Commissioner Leith has decided to step down from the LTD Board due to difficulty of making those meetings. He will remain on the Board of Commissioners. Commissioner Ferrini has been asked to take Commissioner Leith's place on the LTD Board and has agreed.

Commissioner Kennedy moved to appoint Commissioner Ferrini to the Portsmouth Housing Development, Ltd. Board and thanked Commissioner Leith for his work on that Board. Vice Chair Schwartz seconded the motion. All were in favor and the motion carried.

Daily ACH Batch Limit Increase

Ms. Labrie is requesting to increase the batch limit, which is currently set at \$250,000. When a batch has an amount over \$250,000, the accounting department needs to break up the check run and this, creates more work. Ms. Labrie further explained she took an average of the monthly payables and the bank recommends an increase to \$375,000. This will cut down the number of payments and is more cost effective. The same safeguards will be in place.

Commissioner Ferrini moved to approve the request to increase the daily ACH batch limit to \$375,000. Commissioner Kennedy seconded the motion. All were in favor and the motion carried.

VI. OPERATIONAL REPORTS

Wait List

Mr. Welch included the wait list will be purged in the spring.

Vacancy Report

Chair Griffin pointed out two units were vacant over 30 days at Margeson.

Financial Reports

Commissioner Kennedy asked why the actual front-line maintenance amount of \$40,533 was higher than the budgeted amount of \$31,067 in AMP 1. Commissioner Kennedy also asked how the total average expense amount was determined because his calculation was different. Ms. Labrie responded the amount is different for the cash report and it is December. Discussion ensued of the process to determine operating expenses and HUD calculations.

Collection Report

Ms. Labrie explained Lafayette School's collection is high due to residents prepaying or paying on an old balance from the prior year. She can get the specifics.

Commissioner Ferrini reminded the Board of his request to have the monthly budget of the combined budget of Court Street when new transactions occur. Ms. Labrie explained the Court Street Development Preliminary Predevelopment Budget was handed out at last month's meeting. Mr. Welch added the payer will be the LTD and there is a one-time payment from PHA Central Office Cost Center to the LTD. All bills are paid out of the LTD. Commissioner Ferrini requested the budget be presented at the next LTD meeting.

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

VII. COMMISSIONER COMMENTS

Vice Chair Schwartz requested a recycling bin be added in the conference room. Mr. Welch explained we have recycling dumpsters and roll away containers but we need to do more to communicate with residents regarding this.

Mr. Welch informed the Board that the funds donated from the Game of Chance will be used towards college scholarships for PHA graduates and he has been working with someone that will match what is put in. He added we have 22 seniors and the scholarships will be for those going into community colleges. Vice Chair Schwartz added the university system has a matching Pell eligibility called Grant Guarantee Program.

Mr. Welch reminded the Board of the upcoming annual meeting in May, which usually begins at 4:00 p.m. instead of 2:00 p.m. followed by a dinner.

VIII. ADJOURNMENT

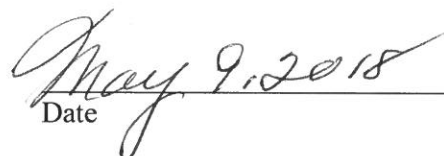
Commissioner Kennedy moved to adjourn the meeting at 3:30 p.m. Commissioner Ferrini seconded the motion. All were in favor and the motion carried.

Respectfully submitted,



Craig W. Welch
Secretary

Accepted by: 
Ruth L. Griffin Amy Schwartz
Chair Vice Chair



Date