

**MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
June 13, 2018 - 2:00 p.m.
245 Middle Street, Portsmouth, NH**

Chair Griffin called the meeting to order at 2:08 p.m. and requested a call of the roll. Those present and absent was as follows:

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini
Commissioner Pickering
Commissioner Kennedy
Vice Chair Schwartz
Chair Griffin

Commissioner Leith

Chair Griffin announced a quorum was present.

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

II. READING OF MEETING MINUTES

Commissioner Ferrini moved to waive said reading of the Minutes of May 9, 2018 and to accept as presented. Vice Chair Swartz seconded the motion. There were no additional comments. The motion carried 4 in favor. Mr. Kennedy abstained.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch informed the Board that the auditors were in the office this week.

He gave an update from the LTD meeting which included discussion of the invitation from the Rental Assistance Demonstration program (RAD). He explained HUD is looking to leave the public housing business and allow public housing authorities to leverage debt to improve their properties. With the RAD program, HUD would allow housing authorities to incur debt and borrow money for building improvements. Housing Authorities have a Deed of Trust which does not allow them this. Mr. Welch described the RAD program and reminded the Board PHA sent a letter of interest in May of 2017. Mr. Welch believes this will be positive for the housing authority.

Four scholarships funded from the LTD were awarded to housing authority students. The money came from a percentage of proceeds from the Poker Room. Mr. Welch explained Ms. Bunnell organizes the event and we are allocated certain days. Mr. Welch added we partnered with Great Bay Community College who matched our \$5,000 contribution.

Mr. Welch announced PHA has been rated as a High Performance agency by HUD. He added high performance agencies are first to receive funding if there are excess appropriations from HUD. We also received notification that the Section 8 Management Assessment Program rated us as a high performance agency as well.

IV. OLD BUSINESS

RAD Program

This item was discussed in Item III.

Court Street Update

Mr. Welch gave an update on the status of the Court Street Workforce Housing project and reported land use approval has been going well. The last Historic District Commission (HDC) work session had favorable comments. He added we need to submit for final approval by Friday for the final meeting on July 11th. He added we are working on the Technical Advisory requirements. Eckman Construction, our construction manager, has been helpful advising us on costs.

The full tax credit application is due in August. An archeological investigation will begin shortly at the Court Street parking lot site. Mr. Welch explained we have stopped issuing parking passes for all public housing except Gosling unless approved by him. We are finalizing with the City the use of the metered spots and will now receive the proceeds. Mr. Welch is planning to have the revenue from the meters remain in escrow with the City. Mr. Welch informed the Board he may be seeking help from Commissioners for their support to get relief costs from fees from the City. Commissioner Ferrini suggested calculating the value of income from the meters and what PHA has donated to the City in the past. Mr. Welch explained we are speaking with the City about funding opportunities for the proposed park.

Commissioner Ferrini commented he is unclear of how legal expenses are paid and discussed this at the LTD meeting. He asked why \$43,953 noted under expenses on the Central Office Cost Center and appears on the Court Street summary sheet but not in LTD's financials. Ms. Labrie explained the amount is listed under investments unrestricted in LTD. It is considered an investment and will be reimbursed at closing. She added it is not expensed into the monthly LTD budget because it will not be an LTD entity when the closing takes place and will be reimbursed at closing. Mr. Welch explained Mr. Bosen is not billing us for Court Street work only for fee expenses. Ms. Labrie added expenses will end up on the balance sheet of the new entity, which will be a limited partnership. Mr. Welch explained LTD will be the controlling partner for the new entity similar to the Lafayette School.

Commissioner Kennedy requested the cash expense page for Court Street be changed to show the budget and expenses. Ms. Labrie agreed to create a profit and loss report that will include the variance and language that supports the report of LTD aggregate cash reporting clarified with an asterisk for clarification if necessary.

V. NEW BUSINESS

VI. OPERATIONAL REPORTS

Wait List

The wait list has been purged which brought the number down.

Vacancy Report

Commissioner Kennedy commented the report looked good and well done to the team.

Financial Reports

Commissioner Kennedy commented that Amp 1 and Amp 2 appear to be increasing in funds. Ms. Labrie explained she is expecting higher operating subsidiary proration and the rate will increase. She added more expenses in Amp 2 will be shown in next month's report because of the additional maintenance hours for the REAC inspection. Commissioner Kennedy recommended using the overage to ensure buildings kept up.

Mr. Welch reported the Director of the 21st Century School Grant is here until August. He added there have been four candidates that were interviewed and no offers were made. They will be doing a more outreach search and Mr. Welch asked Board members to pass along recommendations if they have them.

Rent Collection

Ms. Labrie explained this is a new format on the report that takes into consideration prior year uncollected rent. When the uncollected rents of past tenants are deemed bad debts, those amounts are written off annually. Mr. Welch added collection amounts are used as a management tool.

The Board reviewed Mr. Bosen's Landlord Tenant report. Commissioner Ferrini asked how many landlord/tenant evictions are given in the year. Mr. Bosen replied there are five to ten in a month and one eviction a month goes through the system. Mr. Welch will check the data of those residents who have vacated due to being evicted.

Commissioner Ferrini moved to except the Operational Reports as offered and discussed. Commissioner Kennedy seconded the motion.

All were in favor and the motion carried.

Commissioner Ferrini moved to accept the Executive Director's report. Commissioner Kennedy seconded the motion.

All were in favor and the motion carried.

VII. NEW BUSINESS

This item was tabled from the May meeting because of absent members.

Mr. Ferrini moved to reappoint the Chair, Vice Chair and Treasurer and to open the floor for discussion.

Commissioner Pickering seconded the motion.

Mr. Welch took the following poll:

AYES

NAYS

Chair Griffin
Vice Chair Swartz
Commissioner Ferrini
Commissioner Pickering
Commissioner Kennedy

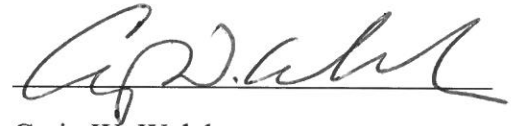
All were in favor and the motion carried.

VIII. ADJOURNMENT

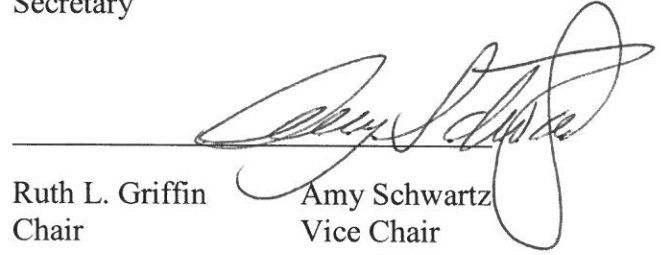
Commissioner Ferrini moved to adjourn the meeting at 3:46 p.m. Commissioner Kennedy seconded the motion.

All were in favor and the motion carried.

Respectfully submitted,



Craig W. Welch
Secretary



Accepted by: Ruth L. Griffin
Chair

Amy Schwartz
Vice Chair

7/11/18
Date