

**REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET
PORTSMOUTH, NH 03801
July 11, 2018
2:00 P.M.**

Vice Chair Schwartz called the meeting to order at 2:05 p.m., requested a call of the roll, and those present, and absent were as follows:

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini
Commissioner Pickering
Commissioner Leith
Vice-Chair Schwartz
Commissioner Kennedy

Chair Griffin

Vice Chair Schwartz declared a quorum was present.

Also Present: Craig Welch, John Bosen, Valerie Labrie, Norma Jean Laurent and Mary Mancini

II. READING OF MEETING MINUTES

Commissioner Kennedy moved to waive the reading of the Minutes of June 13, 2018 and accept the Minutes as presented.

Commissioner Ferrini seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch reviewed his report, which included discussion of the Court Street Project and the opportunity to convert to the Rental Assistance Demonstration Program (RAD). Mr. Welch explained the deadline to complete our analysis for RAD is September 4th, and because of the Court Street deadlines, he has spoken with the director of the program who told him that we would mostly likely not lose our place on the waitlist if we do not complete the analysis by that date. Mr. Welch referred to his outline and timeline for the RAD conversion and how it relates to Feaster. He added there are consultants we can work with for the conversion but he would like to work with Peter Roche who has experience. Mr. Welch has explained an RFP for a capital needs assessment for Feaster was submitted. He pointed out the benefits of converting to the RAD Program and how it would relate to Feaster. Commissioner Ferrini pointed out this is along the lines of our Strategic Plan and he is grateful for the knowledge.

Mr. Welch informed the Board of an abutter who is claiming the storm water/sewer drainage pipe that runs behind Feaster is inadequate to handle the additional use from the new building. Mr. Welch explained our engineer is working on this.

Mr. Welch shared that Resident Services has been doing great work and we are reapplying for the ROSS Grant, which has contributed \$60,000 to our Resident Service's budget. He added there will be some implications for Resident Services if we convert to RAD. Vice Chair Schwartz expressed her concern that residents could lose access to Resident Services if the conversion takes place. Mr. Welch explained Resident Services would not work into the RAD calculation but can be included in the operating budget. He added we are also applying for a grant for monies that can be allocated to Resident Services. Mr. Welch highlighted projects Resident Services is working on and added they hosted a breakfast with other area agencies. Vice Chair Schwartz pointed out the need to be cognitive when fundraising of not taking away resources from other organizations that help us.

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

Commissioner Kennedy seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

IV. OLD BUSINESS

- Rental Assistance Demonstration Program

The timeline for this item is in Mr. Welch's Executive Director's Report. This item was discussed this during Mr. Welch's Executive Report.

- Court Street Update

This item discussed this during Mr. Welch's Executive Report.

V. NEW BUSINESS

- Resolution 2018-002

Mr. Welch requested the Board approve Resolution 2018-002 to formalize the land lease between the PHA and LTD in order to proceed with the Federal Home Loan application.

Commissioner Ferrini moved to empower the Executive Director and Chair sign the proposed Resolution 2018-002 with the final understanding of the Board of Commissioners.

Commissioner Kennedy seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

Vice Chair Schwartz asked for an update on Betty's Dream. Mr. Welch reported we have recommended Betty's Dream have a capital assessment completed. He added PHA makes recommendations but their Executive Director makes the final decisions. He also described an upcoming challenge for Betty's Dream of property tax payments to the City of Portsmouth.

VI. OPERATIONAL REPORTS

- Wait List - No questions or comments.
- Vacancy Report - No questions or comments.
- Financial Reports

Commissioner Kennedy pointed out that actual expenses are below budget for the non-routine category and revenues are higher than budget. Ms. Labrie explained some of the additional revenue is due to HUD increasing their operating subsidy proration. She added there has also been an increase in rental income due to tenant income increases at Gosling Meadows. Mr. Welch commented we are planning to use the additional operating subsidy for properties, trainings and safety equipment.

Mr. Welch announced the 21st Century School Grant has been renewed for five years.

- Rent Collection Report - No questions or comments.
- Housing Choice Voucher Utilization Report - No questions or concerns.
- Court Street Predevelopment Budget and Expense Summary Reports

Commissioner Kennedy thanked Ms. Labrie for the reports.

Commissioner Leith moved to accept the Operational Reports.

Commissioner Pickering seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

VII. COMMISSIONER'S COMMENTS

Commissioner Ferrini moved to go into a nonpublic session at 3:20 p.m. to discuss a personnel matter.

Commissioner Leith seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

Commissioner Kennedy moved to come out of the nonpublic session at 3:48 p.m.

Commissioner Leith seconded the motion.

There being no comments or questions, all were in favor and the motion carried.

VIII. ADJOURNMENT

The meeting adjourned at 3:48 p.m.

Respectfully submitted,



Craig W. Welch
Secretary



Accepted by: Ruth L. Griffin
Chair

Amy Schwartz
Vice Chair

August 15, 2018
Date