



**Board of Commissioners Annual Meeting  
May 9, 2018 - 4:00 p.m.  
245 Middle Street, Portsmouth, NH**

Chair Griffin called the meeting to order at 4:05 p.m. and requested a call of the roll. Those present and absent was as follows:

**I. ROLL CALL**

PRESENT

Commissioner Ferrini  
Commissioner Pickering  
Commissioner Leith  
Chair Griffin

LATE ARRIVAL

ABSENT

Vice Chair Schwartz  
Commissioner Kennedy

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

Guest: Judy Bunnell, PHA

Chair Griffin declared a quorum present.

**II. READING OF MEETING MINUTES**

**Commissioner Leith moved to waive the reading of the Minutes of April 11, 2018 and to accept as presented. Commissioner Ferrini seconded the motion. There were no additional comments. All were in favor and the motion carried.**

**III OPERATIONAL REPORTS**

Chair Griffin commented that there are no vacancies shown on the organizational chart. Mr. Welch commented the organization has a great group of staff. He added the person who is running the MC3 after school program is leaving in August to begin a new job overseas. Mr. Welch also informed the Board PHA has received reauthorization for the program for another five years.

The Board reviewed and discussed Mr. Bosen's Landlord/Tenant memorandum.

Chair Griffin asked for the projection for a location for the Meals on Wheels Program. She also explained her concern of Meals on Wheels needing to set up and take down daily which is a lot of work for them. They need a more permanent arrangement. Mr. Welch explained Meals on Wheels is one of the agencies to be located at the Doble Center when completed. Commissioner Ferrini and Mr. Welch offered to look into the matter. Mr. Welch will speak with David Moore from the City and Tammy Joslyn.

#### **IV. OLD BUSINESS**

None.

#### **V. NEW BUSINESS**

Mr. Welch described HUD's rental assistance program (RAD) including the financial implications for PHA if we become part of this program. He informed the Board we have not been invited to participate but the New Reform Act changes the cap and we may be invited in the future. We have received an invitation for training for new RAD agencies in Washington, D.C., which Ms. Labrie will attend.

#### **Resolution 2018-001**

##### **Updated Procurement Policy**

Mr. Welch explained our auditors have recommended changes to our Procurement Policy. Ms. Labrie reviewed the changes and updates; the major being the Micro Purchase Threshold from \$10,000 to \$3,000 and the Small Purchase Threshold from \$100,000 to \$150,000.

Commissioner Ferrini moved to approve Resolution 2018-001, Updates to the Procurement Policy. Commissioner Leith seconded the motion and upon roll call, the "Ayes" and "Nays" were as follows:

#### **AYES**

#### **NAYS**

Commissioner Pickering  
Commissioner Ferrini  
Chair Griffin  
Commissioner Leith

#### **Election of Officers**

This item was tabled until the June meeting due to two Commissioners not being present.

#### **VI. PRESENTATION OF ANNUAL REPORT**

Mr. Welch explained the report was a summary of all of the work over the past year. He added he is proud to dedicate the report to Ms. Judy Bunnell, who will be celebrating her 46<sup>th</sup> anniversary with the PHA. Mr. Welch described Ms. Bunnell's work history and thanked her for her dedication. Chair Griffin added Ms. Bunnell is continuing her services with the PHA.

Mr. Welch explained the layout of the report which shows the most visible staff. He described the recent HUD inspection for Margeson and Feaster and thanks to the hard work of the maintenance staff, we received a high score.

Discussion of the distribution list for the report ensued. Chair Griffin suggested adding the local churches to the mailing list.

**Commissioner Ferrini moved to accept the Annual Report for 2018. Mr. Leith seconded the motion. Board members expressed they thought the report was great. All were in favor and the motion carried.**

Chair Griffin reported she recently signed documents declaring no fraudulent activities have taken place at the PHA. This was submitted to the auditors.

The Board reviewed the financials and the following items were discussed:

- Commissioner Ferrini asked of the Central Office Cost Center income budgeted at \$175,000 but only \$167,000 was used. Ms. Labrie explained the frontline maintenance costs are lower because we had some vacancies in the maintenance department.
- 21<sup>st</sup> Century School budget is lower than actual because the City is trying to spend down the grant money.
- Maintenance expenses for AMP 1 costs are higher than the budgeted amount due to high expenditures in the month of March. AMP 2 had an increase in income due to \$50,000 given from the City's grant to go towards the Margeson lobby renovations.
- The summary of expenses between PHA and LTD will be available at the upcoming LTD meeting and will be emailed to all members of the Board of Commissioners as well.

**Commissioner Ferrini moved to accept the financials as offered. Commissioner Leith seconded the motion. All were in favor and the motion carried.**

## **VII. COMMISSIONERS COMMENTS**

Chair Griffin asked of the salary range for the 20<sup>th</sup> Century staff and she referred to a woman in Town who is a waitress and works with the students. Ms. Labrie replied the range is \$10 to \$12 dollars an hour. She added staff work approximately 20 hours a week and are considered Housing Authority employees with no benefits.

## **VIII. ADJOURNMENT**

**Commissioner Ferrini moved to adjourn the meeting at 4:46 p.m. Commissioner Leith seconded the motion. All were in favor and the motion carried.**