



**Minutes of the Board of Commissioners Regular Meeting- UNAPPROVED
June 13, 2018 - 2:00 p.m.
245 Middle Street, Portsmouth, NH**

I. Roll Call

Members present: Vice Chair Swartz, Commissioner Ferrini, Commissioner Pickering, Commissioner Kennedy, Chair Griffin

Members absent: Commissioner Leith

Staff present: Craig Welch, Valerie Labrie, Mary Mancini

Chair Griffin declared a quorum was present.

II. Reading of Meeting Minutes

Commissioner Ferrini moved to waive the reading and accept the May 9, 2018 Minutes as presented.

Vice Chair Schwartz seconded the motion.

The motion carried four in favor, none opposed and one abstained (Commissioner Kennedy).

III. Executive Director's Report

Mr. Welch reported the auditors were at the office for the last two days.

Mr. Welch explained we have had an invitation from the Rental Assistance Demonstration (RAD) Program. He explained HUD is looking to leave the public housing business because of funding and housing authorities have difficulty updating their properties. He described the RAD program and reminded the Board PHA sent a letter of interest out in May of 2017.

Mr. Welch announced four college scholarships were given out and funded out of the LTD Board. He added Ms. Bunnell organizes the event at the Poker Room in Hampton and under the rules, authorized establishments give part of their proceeds to nonprofits.

Mr. Welch announced that PHA is rated as a high performance agency and the Section 8 SEMAP report rated us as a high performance agency as well.

Mr. Welch notified the Board that the Auditors might have two findings in their management letter regarding procurement.

IV. Old Business

Rental Assistance Demonstration Program Invitation

This item was discussed in Mr. Welch's Executive Director's Report.

Court Street Update

Mr. Welch gave an update on the status of the Court Street Workforce Housing project and reported the land use approval has been going well. The last HDC work session had favorable comments from the Board. We need to submit for final approval by Friday for the final meeting on July 11th.

Discussion of the configuration of LTD financials ensued. Commissioner Ferrini requested a report showing budget and expenses with supporting language. Ms. Labrie agreed to create the report and included an aggregate line item.

V. New Business

None.

VI. Operational Reports

Wait List

Mr. Welch explained the wait list was purged and that is why the numbers are less.

Vacancy Report

The Board commented on the low number of vacancies.

Financial Reports

The Board reviewed and discussed the financial reports that included using surplus monies for building upkeep.

Mr. Welch reported the City and PHA are still searching for a 21st century director.

Rent Collection

Ms. Labrie explained the new format, which takes into consideration the prior year uncollected rent.

**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 except the Executive Director's Report.
Commissioner Kennedy seconded the motion.**

All were in favor and the motion carried.

VII. New Business

Election of Officers

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.