

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
November 13, 2019 - 2:00 p.m.
245 Middle Street, Portsmouth, NH

Commissioner Kennedy called the meeting to order, acting as Chair in Mrs. Griffin's absence.

I. ROLL CALL

<u>PRESENT</u>	<u>LATE ARRIVAL</u>	<u>ABSENT</u>
Commissioner Kennedy		Commissioner Ferrini
Commissioner Pickering		Commissioner Leith
Commissioner Jewett		Chair Griffin

Also present: Craig Welch, Mary Kelliher, Attorney John Bosen, Valerie Labrie

Commissioner Kennedy declared a quorum present.

II. READING OF MEETING MINUTES

Ms. Kelliher noted that the date in the motion to waive the reading of the minutes should read "September 11, 2019" instead of October 9, 2019.

Commissioner Pickering motioned to waive the reading of the minutes dated October 9, 2019 and accept as edited. Commissioner Jewett seconded the motion. There was no further discussion. The motion carried, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch summarized his report, which included reviewing the City of Portsmouth City Council Policy, the recent work on the Portsmouth Housing Authority Emergency Management Plan, information about Keene Housing Authority's work under the Moving to Work program, Resident Services' collaboration with Great Bay Community College, and the PHA's 5-Year Plan to be voted on at the December Board of Commissioners meeting.

Mr. Welch introduced the new Commissioner, Craig Jewett from Jewett Construction. Commissioner Kennedy thanked Mr. Welch for bringing Mr. Jewett on board.

Commissioner Pickering moved to accept the Executive Director's report, as presented. Commissioner Jewett seconded the motion. The motion passed, with all in favor.

V. NEW BUSINESS

1. Introduction of Paul Sanders, PHA Facilities Program Manager

Mr. Welch introduced new staff member, Paul Sanders, informing the Board of his years of experience with the facilities of the Barrington School District.

VI. OLD BUSINESS

1. PHA Annual and Five Year Plan

Mr. Welch briefed the Board on the 5-Year Plan Goals and Objectives, which will be part of the entire 5-Year Plan to be voted on at the December Board meeting.

Commissioner Pickering motioned to approve the new and old business, as presented. Commissioner Jewett seconded the motion. The motion passed, with all in favor.

VII. OPERATIONAL REPORTS

A. WAIT LIST

Commissioner Kennedy noticed the total number of applications went up in October, while the total number of applicants went down and wondered what the reasoning was for that.

B. VACANCY REPORT

Mr. Welch noted that there has been a lot of turnover recently.

C. LANDLORD-TENANT

Commissioner Kennedy noticed there seems to be more individuals on the eviction list than usual. Mr. Welch said Krista Gilmore, Gosling Meadows Property Manager, is working on tightening up a hold on back rent due to PHA. He noted that no evictions are drug or crime related.

D. FINANCIAL REPORTS

Generic Reports

For Commissioner Jewett's benefit, Commissioner Kennedy took time to explain how the financial reports are read and what to look for. There are AMP properties, which stands for Asset

Management Project. AMP 1 includes Gosling Woodbury Manor, State Street, and Pleasant Street. AMP 2 includes Feaster Apartments and Margeson Apartments. The HCV vouchers are funded by HUD. Whatever we spend on HAP is eventually reimbursed. The 406 account units are not apartments we own; we issue vouchers for residents to use with landlords.

Maintenance workers are charged out of the COCC.

The 21st century schools grant is a grant funded through the NH Department of Education and goes to the New Franklin after school program. The ROSS grant funds Olivia Baker and Tammy Joslyn in Resident Services.

Annual Budget Comparison

Commissioner Kennedy commended Ms. Labrie for her work in putting together the annual budget and for her foresight for predicting questions that would arise, and including answers to those questions in a memo. Mr. Welch, Attorney John Bosen, and the Commissioner echoed this sentiment.

RENT COLLECTION REPORT

There was no discussion.

E. HOUSING CHOICE VOUCHER UTILIZATION REPORT

Commissioner Kennedy noticed that 370 out of 406 vouchers were turned in. He said we want to achieve as close to 100% vouchers turned in as we can to serve as many tenants as possible.

F. COURT STREET PREDEVELOPMENT BUDGET & EXPENSE SUMMARY REPORTS

There was no discussion.

Commissioner Pickering motioned to approve the operational reports, as presented. Commissioner Jewett seconded the motion. The motion passed, with all in favor.

VIII. COMMISSIONER'S COMMENTS

There was no discussion.

IX. ADJOURNMENT

Commissioner Pickering motioned to adjourn the meeting. Commissioner Jewett seconded the motion. There was no further discussion. The motion carried, with all in favor.