

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
December 11, 2019 - 2:00 p.m.
245 Middle Street, Portsmouth, NH

Chair Griffin called the meeting to order.

I. ROLL CALL

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

Also present: Craig Welch, Mary Kelliher, Valerie Labrie, Hadley Barndollar from Seacoast Media Group

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Kennedy motioned to waive the reading of the minutes dated November 13, 2019 and accept as presented. Commissioner Jewett seconded the motion. There was no further discussion. The motion carried, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

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

IV. NEW BUSINESS

1. Vote on Vice-Chair Position

Commissioner Kennedy nominated Commissioner Ferrini for the position of Vice-Chair.

Commissioner Kennedy motioned to close the nominations in order to put the nomination to a vote. Commissioner Pickering seconded the motion. The motion carried, with all in favor.

Commissioner Kennedy motioned to approve the nomination of Commissioner Ferrini to the position of Vice Chair. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

2. Resolution No. 2019-006 – Adoption of 2020 Operating Budget

Finance Director Valerie Labrie summarized her memo to the Board of Commissioners, pointing out the differences in budget items compared to the previous year.

Commissioner Kennedy motioned to adopt the 2020 Operating Budget. Commissioner Pickering seconded the motion. The roll call vote was as follows:

Ayes

Nays

Commissioner Kennedy

Commissioner Pickering

Commissioner Jewett

Chair Griffin

The motion passed, with all in favor.

3. Resolution No. 2019-004 – PHA 5-Year Plan Submission

There was no discussion.

Commissioner Kennedy motioned to approve the 5-Year Plan submission as presented. Commissioner Jewett seconded the motion. The motion passed, with all in favor.

4. Resolution No. 2019-005 – Proposed Payment Standards

Mr. Welch explained that fair market rents have increased.

Kennedy motioned to accept the proposed payment standards for 2020. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

5. Resolution No. 2019-007 – Adoption of Conflict of Interest Policy

Commissioner Kennedy motioned to adopt the Conflict of Interest Policy. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

In regards to the 160 Court Street project, we are anticipating to have a decision on the appeal in early 2020. The litigation has delayed us a year. Construction prices went up 8% in the meantime.

Commissioner Kennedy motioned to transfer \$550,000 from the COCC accounts to the Court Street construction accounts. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

Mr. Welch brought up that an approval should be made by the Board for PHA to purchase and take the title of 152 Court Street.

Commissioner Kennedy motioned to table the decision to January 8 in order to get Attorney John Bosen's input. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

V. OLD BUSINESS

1. Margeson Property Survey

Mr. Welch explained that this is informational and nothing needs to be done at the moment.

VI. OPERATIONAL REPORTS

A. WAIT LIST

Craig introduced Hadley Barndollar from Seacoast Media Group. The total applicants in November were 660. Almost 40% of applicants are over the age of 62. 32% are non-elderly but disabled, so they qualify for public housing. 214 are in that category. The total homeless applicants are at 159 and make up 1/4 of people on waitlist. Homelessness is a self-affidavit. Some may not be in a shelter or in woods. Some may have roof over their head, couch surfing. PHA houses dozens of people from Crossroads each year.

VACANCY REPORT

Mr. Welch noted that three new individuals moved in with us in November.

B. LANDLORD-TENANT

There was no discussion.

C. FINANCIAL REPORTS

There was no discussion.

D. RENT COLLECTION REPORT

There was no discussion.

E. HOUSING CHOICE VOUCHER UTILIZATION REPORT

There was no discussion.

F. COURT STREET PREDEVELOPMENT BUDGET & EXPENSE SUMMARY REPORTS

There was no discussion.

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

VII. COMMISSIONER'S COMMENTS

Commissioner Jewett commends PHA for the condition of their units and landscaping outside, which he noticed while on his recent tour with Mr. Welch.

VIII. ADJOURNMENT

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