

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

Commissioner Kennedy called the meeting to order.

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Ferrini

Chair Griffin

Commissioner Kennedy

Vice Chair Schwartz

Commissioners Leith

Commissioner Pickering

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

Commissioner Kennedy declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Ferrini motioned to waive the reading of the minutes dated August 14, 2019 and accept as presented. Commissioner Leith seconded the motion. There was no further discussion. The motion carried, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch summarized his Executive Director's report, which included an update on the Court Street Project, information on the potential closing of 152 Court Street, a new Federal Home Loan collaboration project, and RAD process update. The biggest part of the RAD process right now is the capital needs assessment. Mr. Welch says we have learned a lot of important information from our maintenance team members who have been around for years. We are trying to come up with immediate projects, as well as non-prioritized projects that will be done over the course of 20 years.

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

V. OLD BUSINESS

There was no discussion.

VI. NEW BUSINESS

Mr. Welch informed board that Amy Schwartz will be stepping down from her position on the Board of Commissioners. Commissioner Kennedy requested that Mr. Welch write a letter of thanks for Amy Schwartz to be signed by Chair Griffin.

VII. OPERATIONAL REPORTS

WAIT LIST

There was no discussion.

VACANCY REPORT

Mr. Welch informed the Board that there has been a lot of transfers and that has brought vacancy days up.

FINANCIAL REPORTS

Commissioner Kennedy commended Ms. Labrie on the detail of her reports.

LANDLORD-TENANT

There was no discussion.

RENT COLLECTION REPORT

Mr. Welch gave kudos to Krista Gilmore, Gosling Meadows Property Manager, for being on top of collecting the rent there.

HOUSING CHOICE VOUCHER UTILIZATION REPORT

Mr. Welch informed the Board that numbers are lower than we would like, but in October the trend will be going back up.

25 Court Street

moved to accept the operational reports. seconded the motion. The motion passed, with all in favor.

VIII. COMMISSIONER'S COMMENTS

Commissioner Ferrini said that Amy Schwartz will be missed on the Board. She's worked here a long time and worked hard.

Commissioner Pickering asked if the part-time Security position will be filled again. Mr. Welch said we are first working on filling the open maintenance positions, but would like to fill that Security role as well.

IX. ADJOURNMENT

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