

MINUTES  
REGULAR MEETING  
BOARD OF COMMISSIONERS  
PORTSMOUTH HOUSING AUTHORITY  
November 18, 2020 - 2:00 p.m.  
Conference Call

Vice Chair Ferrini called the meeting to order.

**I. ROLL CALL**

PRESENT	LATE ARRIVAL	ABSENT
Commissioner Jewett		
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Vice Chair Ferrini		
Secretary Craig Welch		

Members were present via conference call due to the COVID-19 pandemic.

**Also present via Conference Call:** Finance Director Valerie Labrie, Executive Assistant Mary Kelliher, Attorney John Bosen.

Vice Chair Ferrini declared a quorum present.

**II. READING OF MEETING MINUTES**

**Commissioner Rodenhizer motioned to waive the reading of the minutes dated October 14, 2020 and accept as presented. Commissioner Leith seconded the motion. The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Jewett		Commissioner Main
Commissioner Leith		Commissioner Rodenhizer
Commissioner Pickering		
Vice Chair Ferrini		

**The motion passed.**

### **III. EXECUTIVE DIRECTOR'S REPORT**

Mr. Welch said that the draft budget for 2021 that is in the Board packet for this meeting will need to be voted on in December. He updated the Board that we closed on 160 Court Street last week. He said that the Board needs to vote on payment standards. It was reported that we are short-staffed, especially with the tax credit management department. Resident Services staff continues doing a great job.

Mr. Welch reported that the LTD Board of Directors suggested having the groundbreaking for 160 Court Street at 12:30pm Wednesday Dec 9. The Commissioners agreed that that date is agreeable.

Mr. Welch went over suggested names for 160 Court Street. He reported that he met with his acquaintance, Mark Bodi, who is retired and willing to do volunteer marketing work for us. Mr. Welch said he will send out a poll via email after today's meeting, to vote on names for 160 Court Street.

### **IV. NEW BUSINESS**

#### **A. Resolution No. 2020-008 – 2021 Payment Standard Update**

Mr. Welch explained the payment standard update. The payment standards are updated yearly in relation to what HUD decides. We can adjust up to 110% of FMR if we see fit, and we usually do that. Most of our vouchers are used outside of Portsmouth. Our vouchers cover the Portsmouth-Rochester area.

Commissioner Rodenhizer asked what percent of vouchers are used in Portsmouth, to which Mr. Welch responded about 50%. Commissioner Main asked what the geographic reach is of the other 50%. Mr. Welch said the reach goes north to Rochester and south to Hampton.

**Commissioner Rodenhizer motioned to accept the 2021 Payment Standard Update to be effective December 1, 2020. Commissioner Jewett seconded the motion. The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Jewett		
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Vice Chair Ferrini		

**The motion passed.**

### **B. Review of Draft 2021 Budget**

Mr. Welch said that the 2021 budget will need to be voted on at the December meeting. It is in the packet this month as a draft for review. Commissioner Main asked about the budget comparison schedules and whether the 2020 budget includes actuals. Ms. Labrie said no; it is just the 2020 budget.

### **C. Vote on Board Officers (Chair, Vice Chair, Treasurer, Assistant Treasurer)**

After talking with a few of the Commissioners, Mr. Welch said he would like to suggest the following slate of officers:

Chair: Commissioner Ferrini

Vice Chair: Commissioner Rodenhizer

Treasurer: Commissioner Main

Assistant Treasurer: Commissioner Pickering

**Commissioner Jewett motioned to approve the slate of officers presented by Mr. Welch. Commissioner Pickering seconded the motion. The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Jewett		
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Vice Chair Ferrini		

**The motion passed.**

## **V. OLD BUSINESS**

Regarding the Tenant Selection Plan, Mr. Welch said that regulators are no longer allowing PHAs to give a local preference. We requested an approval to give a working preference. We are currently giving preference to veterans and people working in Portsmouth. Attorney Brian Shaughnessy out of Bedford wrote an opinion for us. Commissioner Rodenhizer asked if changing preferences affects individuals who are current applicants. Mr. Welch said the change would only affect things moving forward, not current applicants. Commissioner Pickering asked if someone comes in on the high end of income and then over time it exceeds it, what happens? Mr. Welch said that we do not kick residents out; residents end up paying a flat rent. Chair Ferrini asked how many individuals pay flat rent, to which Mr. Welch responded about 10. Commissioner Main asked if flat rent is adjusted yearly for inflation. Mr. Welch said it is.

## **VI. OPERATIONAL REPORTS**

### **A. ORGANIZATION CHART**

There was no discussion.

**B. WAIT LIST**

There was no discussion.

**C. VACANCY REPORT**

Commissioner Rodenhizer asked what a unit with 0 vacancy days and TBD as leased date means. Ms. Kelliher explained that the report is as of October 31, so that unit became vacant on that day and therefore has 0 vacancy days at that time.

**D. LANDLORD-TENANT**

There was no discussion.

**E. FINANCIAL REPORTS**

Commissioner Jewett brought up that we should determine what documents the PHA should receive along the process of construction, including a schedule update each month by the contractor.

Commissioner Main noted that there are favorable revenues offset by unfavorable expenses, and that there is at least one line item in AMP 1 budget to actual with a lot of revenue but a budget of \$0. Ms. Labrie explained that it is CARES Act grant revenue. It offsets but it wasn't budgeted for.

**Commissioner Leith motioned to approve the operational reports, as presented.**

**Commissioner Main seconded the motion. The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Jewett		
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Vice Chair Ferrini		

**The motion passed.**

**VII. COMMISSIONERS' COMMENTS**

Commissioner Pickering voiced her congratulations to the new slate of Board officers that were voted in. Chair Ferrini congratulates Mr. Welch and team on the 160 Court Street closing.

**IX. ADJOURNMENT**

**Commissioner Jewett motioned to adjourn the meeting. Commissioner Rodenhizer seconded the motion. There was no further discussion. The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Jewett		
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Vice Chair Ferrini		

**The motion passed and the meeting adjourned.**