

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 December 9, 2020 - 2:00 p.m.
 Conference Call

Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Commissioner Main		Commissioner Jewett
Commissioner Pickering		Commissioner Leith
Commissioner Rodenhizer		
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.

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated November 18, 2020 and accept as presented. Commissioner Main seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

Court Street Update

Chair Ferrini commended Mr. Welch for his work on this project.

Eversource has begun to excavate the site for the new transformer. The power will be cut off to the courthouse and the underground line under the sidewalk will be severed. This will allow us to put in the foundation for our building. We have been doing some archeological investigation the last few days. This morning there were bones dug up, and they were all identified as animal bones. We are grateful to have Mark Lentz as our Facilities Director/Owner Representative at the site every day, troubleshooting any issues that arise, and coordinating with engineers and contractors.

Funding Update

In the Board package, we included a copy of our CDFA target list. We have between \$80,000 to a little over \$100,000 worth of tax credits still left to sell. Today’s groundbreaking event had a few different purposes: one purpose being to get some media coverage out to people, letting them know this is no longer just a theoretical exercise. We would appreciate any referrals for potential tax credit investors. There is information on our website at www.porthousing.org/invest, which has resources on learning more about our project and the CDFA program. If any Board member has someone in mind and makes that first introduction to Mr. Welch, he would be happy to follow up with the details about the CDFA program. Mr. Welch has started doing cold calls once again. Connections are very helpful when it comes to this and can make a particular ask simpler and easier.

Mr. Welch said investors need to pay on their pledges by June 30, but the CDFA would like to get all of their pledges in by March. The minimum pledge is \$1,000. It's a good list to be on and it is a partially charitable contribution.

Commissioner Main asked for clarification on how the tax credits work. If you pledge \$1,000 you basically get \$750 in tax credits to apply against your BET or BPT? Mr. Welch said yes, but it's not a fixed number. For state tax credits, it is fixed, but depending on your business structure, there could be other federal deductions that would decrease the amount of your actual contribution. We only net 75% of the \$375,000 allocation. CDFA takes a cut of what we sell for tax credits as a part of administrative costs.

IV. NEW BUSINESS

Acceptance of the 2021 Budget

Ms. Labrie explained that we have a \$10,000,000. She pointed out that "other income" decreased 18% from the previous year. This is mostly to due with a decrease in laundry revenue and late fees. We had a 15% increase in capital fund fees, which is based on actuals. Capital fund operations is projected to be \$200,000 which is a 15% increase, based on actuals. For expenses, administrative salaries come to \$800,000. Some benefit changes included a %5 increase in July, which is not unusual. One unusual increase was employer contribution for the retirement system. That was increased 3% in July. Total administrative costs are \$2.5 million. We are projecting that water will increase 2% and 4% for sewer. We are projecting a decrease in gas expense, based on usage and rates. Maintenance costs are \$2.3 million, which is a 2% change. Total operating expenses are \$6.1 million. As far as reserves go, ours are healthier than they need to be, as far as HUD recommends.

Commissioner Main stated that it looks like a solid plan, with not large variances. He asked what the employee contribution is to the medical plan, to which Ms. Labrie said 20%. He asked what the opt-out option is and if we pay for that. Ms. Labrie said yes; it is \$1,000.

Commissioner Rodenhizer motioned to accept the 2021 budget. Commissioner Main seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		

Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

Commissioner Rodenhizer asked if a transfer is coming from another Housing Authority, or between Properties at the Portsmouth Housing Authority. Mr. Welch said that a transfer in this chart is between properties within the Portsmouth Housing Authority.

D. LANDLORD-TENANT

We had a resident file a landlord-tenant complaint for bed bugs several years ago. We won in the district court. The resident re-filed and we won again in the district court. She's taken an appeal to the Supreme Court. They accepted the case and our brief is due mid-January.

E. FINANCIAL REPORTS

Ms. Labrie informed the Board that the Court Street Draw Template replaces the reports the Board has previously seen for the Court Street Project, now that construction is underway.

Commissioner Rodenhizer motioned to approve the operational reports, as presented. Commissioner Main seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

VII. COMMISSIONERS’ COMMENTS

Chair Ferrini mentioned that we usually have our PHA holiday party in December, and although we cannot this year, we hope that in the next year we will once again be able to convene together.

IX. ADJOURNMENT

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

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		

Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.

Respectfully Submitted,

Craig W. Welch
Secretary

Accepted by: Kara Rodenhizer Thomas G. Ferrini
Vice Chair Chair

Date