

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
February 12, 2020 - 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
Vice Chair Ferrini		Commissioner Jewett
Commissioner Kennedy		
Commissioner Pickering		

Also present: Craig Welch, Mary Kelliher, Valerie Labrie

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Kennedy motioned to waive the reading of the minutes dated January 8, 2020 and accept as presented. Commissioner Ferrini seconded the motion. The motion carried, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch summarized his report, including his appearance at the City CIP workshop, where he says no questions were asked about the Court Street Workforce Housing Project by any of the councilors. Mr. Welch is hopeful that the City will contribute money for the Court Street project. Councilor John Tabor is the first councilor who responded to Mr. Welch's invitation to all City councilors to receive a personal tour of the Portsmouth Housing Authority, so Mr. Welch had the opportunity to show him our portfolio.

The fire department site visits we have been having with Fire Prevention Officer Shawn Wheeler are almost complete, with two site visits left on Friday of this week. We have a final meeting planned with all of our property managers and fire department staff on February 28th, to go over what the next steps for us and what actions we can fit into our budget for each property.

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

IV. NEW BUSINESS

A. Resolution No. 2020-002 – CDBG Funds

Mr. Welch explained that every year the City’s CDBG department’s Public Service Agency Grant Program gives a little bit of money to several nonprofits in the city, including our MC# After-School program. This resolution is needed so that we can accept the funds into the PHA so they can be expended from there.

Commissioner Ferrini motioned to agree to accept funds from the City of Portsmouth Community Development Block Grant Public Service Agency Grant Program to be directed towards the MC3 After-School Program and to authorize Executive Director Craig W. Welch to request said funds.

Commissioner Pickering seconded the motion.

A Roll Call vote was called as follows:

Ayes

Nays

Chair Griffin

Vice Chair Ferrini

Commissioner Kennedy

Commissioner Pickering

The motion passed, with four Ayes.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

Commissioner Kennedy asked for clarification of the vacancies. Mr. Welch explained the Facilities Project Manager opening and how it will be more focused on managing facilities. Maintenance work order input responsibility has been given to property managers, taking out the middle man.

We're focusing on the Resident Services vacancies and Facilities Project Manager. We have not yet posted the evening security position.

Mr. Welch reported that Finance Director Valerie Labrie is doing well without an Accounting Assistant, as other employees have been stepping up, such as Deb Delaney for data entry. Ms. Labrie will tell us when we are in need of an Accounting Assistant.

We are professionalizing the hiring process for the open Resident Services position and are studying what it might be like to have Resident Services Coordinators reporting directly to property managers.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

Two of the residents displaced from the Woodbury Manor fire in February 2019 have just been moved back to their previous apartment, as the renovations just finished. The resident who caused the fire was not allowed back and one other resident preferred to remain living at Margeson Apartments, which is where the displaced residents were moved to following the fire. There was also one transfer into the third available Woodbury Manor apartment and one new resident moved in.

D. LANDLORD-TENANT

Mr. Welch summarized that we've had hard cases lately and have lost a few.

E. FINANCIAL REPORTS

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

VII. COMMISSIONER'S COMMENTS

Commissioner Kennedy mentioned the memo dated February 7th in the Board packet and how a correction was made to change the phrase "Board of Commissioners" in the final paragraph to say "PHA Housing Development LTD Board of Directors."

Commissioner Ferrini noted that he believes buying 152 Court Street is a good move and will bring value back to our organization no matter what we do.

VIII. ADJOURNMENT

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