

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 June 10, 2020 - 2:00 p.m.
 Conference Call

Vice Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Vice Chair Ferrini		Chair Griffin
Commissioner Jewett		
Commissioner Leith		
Commissioner Pickering		
Commissioner Rodenhizer		

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

Also present via Conference Call: Executive Director Craig Welch, Finance Director Valerie Labrie, Facilities Operations Manager Mark Lentz, Attorney John Bosen, Executive Assistant Mary Kelliher.

Vice Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Leith motioned to waive the reading of the minutes dated May 13, 2020 and accept as presented. Commissioner Jewett seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	

Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

COVID-19 Response

The PHA is working on a categorical approach to reopening the offices to the public. Video doorbells will be in place, allowing Property Managers and front desk staff to see who is outside and buzz them in. A two-way voice intercom system will be put in place at front desk windows, allowing communication, while being able to keep the window shut except when needing to pass paperwork through. We are looking into electronic document storage. We will start working on the backlog of non-emergency work orders that has been increasing during the time we have spent focusing only on emergency work orders.

Volunteer calls still being placed, thanks to our Resident Services team and volunteers.

Court Street Workforce Housing Project

Mr. Welch stated that the goal of getting financing closed for the project is early September. We are on a tight budget and are asking NHHFA for additional funds, hoping they will grant that in July. Regarding the PHA approved 5-year plan, we did anticipate using capital funds in and around Feaster that would be relevant to the Court Street Project.

160 Court Street will be a land lease, leased from PHA. The land lease will be drafted so that it is leased with improvements, including utility, landscaping, and stormwater.

We are in the planning for surveillance cameras for 160 Court Street.

Commissioner Ferrini requested that Consultant Peter Roche and Attorney John Bosen be available at the next Board of Commissioners meeting to help with explanation about the utilization of the capital funds.

CARES Act Funding

Mr. Welch presented the PHA’s ideas on how to use the supplemental, one-time funding from the federal CARES Act that provided funding to Housing Authorities in response to the COVID-19 crisis. The ideas include but are not limited to temporary staffing for security personnel to keep an eye on the kids at Gosling Meadows and Wamesit Place; costs associated with telework such as Office 365 migration, laptops; safety equipment for reopening the offices such as intercoms, video doorbells; and no contact activities for the youth at Gosling Meadows.

Commissioner Rodenhizer mentioned she especially likes the idea of allocating funds for activities for the children: a summer program, outdoor movies, etc.

Mr. Welch introduced the new Facilities Project Manager, Mark Lentz.

Commissioner Leith motioned to accept the Executive Director’s Report as presented. Commissioner Pickering seconded the motion. The voted were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed.

IV. NEW BUSINESS

A. Vote on PHA Board Officer Positions

The four positions consist of the Chair, Vice Chair, Treasurer, and Assistant Treasurer. The Treasurer’s role is to sign on bank account documents. There is an emphasis on reviewing the financial reports in the monthly Board packet in more detail. The Chair and Treasurer are cosigners on accounts. Commissioner Rodenhizer would like to meet separately with Finance Director Valerie Labrie to further go over the financial reports and what the role of the Treasurer entails.

Commissioner Jewett motioned to postpone the voting of the Board Officer positions to the July Board of Commissioner meeting. Commissioner Rodenhizer seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice 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

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Since the pandemic, there have been less training expenses and there are two Resident Services hires that have been on hold. With COVID, less training expenses, as well as Resident Services hires on hold. AMP 1 expenses are down.

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

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed.

VII. COMMISSIONER’S COMMENTS

There was no discussion.

VIII. ADJOURNMENT OF PUBLIC MEETING / ENTER INTO NONPUBLIC SESSION

Commissioner Jewett motioned to adjourn the public portion of the meeting and enter Nonpublic Session pursuant to RSA 91-A:3, II(a) to discuss employee matters.

Commissioner Leith seconded the motion. There was no further discussion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	

Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

Discussion ensued regarding employee matters.

Commissioner Jewett motioned to exit nonpublic session. Commissioner Pickering seconded the motion. There was no further discussion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed and the Board came out of nonpublic session at 3:44 pm.

IX. ADJOURNMENT

There was no further discussion.

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

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	

Commissioner Rodenhizer	
Vice Chair Ferrini	

The motion passed and the meeting adjourned at 3:46pm.