

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 July 8, 2020 - 2:00 p.m.
 Conference Call

Commissioner Rodenhizer called the meeting to order. Commissioner Leith seconded the order.

I. ROLL CALL

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

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

Also present via Conference Call: Executive Director Craig Welch, Facilities Director Mark Lentz, Attorney John Bosen, Attorney Kenneth Viscarello, Attorney Sue Manchester, Consultant Peter Roche, Samantha Montgomery.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated June 10, 2020 and accept as presented. Commissioner Leith seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	

Commissioner Pickering	
Commissioner Rodenhizer	

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

Court Street Workforce Housing Project

Mr. Welch announced that we are leading toward a September closing date and are in the process of putting together the final pieces of the financing package. We are counting on using PHA capital funding for Phase One. Is this an appropriate or allowed use of capital funds?

Mr. Welch added that we need to find other sources of money and also need to make the project more affordable while keeping it high-end. We get two pots of money from HUD: \$1.3-\$1.5m to operate PHA and capital funding (\$500k last year; \$900k this year).

The exterior Feaster lot improvements include: building a driveway, better fire access, underground stormwater improvements, electrical infrastructure and potentially some demolition.

Attorney Viscarello said that he looked at applicable rules and regulations in regard to the Housing Act of 1937. Under the capital fund agreement, the PHA can use the funding for eligible activities defined under federal code. Those activities include development, modernization, and reconfiguration. This includes upgrading due to code requirements, security and safety, and increasing housing.

Attorneys Sue Manchester and Kenneth Viscarello left the conference call.

Attorney Bosen anticipates that the reverter revision will be on the July 13th City Council agenda.

Mr. Welch said there will be a meeting on the construction management plan in regard to ingress and egress of Feaster, which will be attended by a member of the City Planning Board, as they will need to approve. The meeting will need to be communicated with the Feaster residents in advance. Mr. Welch anticipates this will happen later in July.

Cares Act Funding

Mr. Welch said that we asked for \$100k and have not heard back.

Safety

Mr. Welch announced that there were eight arrests of Margeson residents and one Wamesit resident. He noted that we are proud of our staff for cooperating with the investigation and we worked closely with Portsmouth PD.

Parking Lot Abutting Margeson

Mr. Welch announced that there has been a recent finding in regard to the large brick building that abuts the Margeson property at the corner of Middle and Richards. The building houses twelve apartments and has ten parking spots on the lot. It has come to our attention that PHA actually owns that parking lot where the tenants park. The building is owned by Bob Marshall.

Mr. Bob Marshall wants to buy the parcel from us, which would not benefit us. We have parking challenges already. We are seeking a neighborly agreement.

Commissioner Rodenhizer motions to accept Executive Director’s Report, as presented. Commissioner Pickering seconded the motion. A roll call vote followed:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

The motion passed.

IV. NEW BUSINESS

Mr. Welch brought up the fact that PHA gets audited each year. In 2017, there was a finding in regard to magnetic door locks that were not documented properly. We satisfied the auditors back then, but now we need HUD to accept the changes to the procurement policy. The only change was relative to a checklist that was added to the back of the procurement policy (see page 42 of the procurement plan packet). We need to vote on change of procurement policy in regard to the minor change.

Commissioner Rodenhizer motioned to accept the updated procurement policy. Commissioner Leith seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

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 Report

There was no discussion.

E. Financial Reports

Commissioner Rodenhizer noted that AMP2 went up 808% and questions what constitutes as “other income?” Mr. Welch commented that it is exclusively laundry income. PHA gets percentage from MacGray. The MacGray contract ends in October and we will reevaluate at that

time because the residents are unhappy with MacGray. We will potentially purchase machines when the contract expires.

F. Rent Collection Report

There was no discussion.

G. Housing Choice Voucher Utilization Report

There was no discussion.

H. Court Street Predevelopment Budget and Expense Summary Reports

Mr. Welch mentions that we now have a set of plans and the project is now out to bid.

Director Jewett questions if Eckman will expose the subcontractor bid list and noted that they should do so. We need to request the subcontractor quotes and bid sheets ASAP.

Commissioner Rodenhizer motioned to approve Operational Reports. Commissioner Jewett seconded the motion. A roll call vote followed:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

The motion passed.

VII. COMMISSIONERS COMMENTS

There was no discussion.

VIII. ADJOURNMENT

Director Rodenhizer motioned to adjourn. Director Jewett seconded. The votes were as follows:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

The motion passed and the meeting adjourned.