

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

Chair Griffin called the meeting to order.

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Commissioner Pickering

Commissioner Leith

Commissioner Rodenhizer

Commissioner Jewett

Vice Chair Ferrini

Chair Griffin.

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

Also present via Conference Call: Executive Director Craig Welch, Executive Assistant Mary Kelliher, Attorney John Bosen.

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Ferrini motioned to waive the reading of the minutes dated February 12, 2020 and accept as presented. Commissioner Pickering seconded the motion. A roll call vote followed:

ROLL CALL:

AYES	NAYS
Commissioner Pickering	
Commissioner Rodenhizer	

Vice Chair Ferrini	
Chair Griffin	

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

Maintenance is cleaning all properties. We are prioritizing emergency work orders, but residents can still submit non-emergency work orders to their Property Manager to determine if it should be completed now. We’ve received some respirator masks from the Fire Department and have .

We’ve been communicating to residents through a mixture of paper fliers, our Call-Em-All system voice and text messages, Mailchimp with the 200 resident emails we have, and the video message boards in Margeson and Feaster.

Volunteers are working with our Resident Services team to do well check calls for PHA residents over the age of 60. In addition, they are calling all Public Housing households. The goal is for these calls to go out weekly.

Mr. Welch referred to Consultant Peter Roche’s narrative and told the Board that we are going to try to get the Court Street Project closed and start in September. We are possibly going to bid out in the next month or so.

We have not fulfilled our CDFA pledge obligation and have been given a deadline extension to the end of May.

The PHA Housing Development, LTD amended their bylaws today during their meeting. The total number of Directors has been increased from five to six. There are currently five Directors, one of which sits on both the Portsmouth Housing Authority Board of Commissioners. The Ltd. Board is in need of one more Director, who must also sit as a Commissioner on the Board of Commissioners. Mr. Welch and the Directors would like to recommend Commissioner Craig Jewett.

Commissioner Rodenhizer asked if any resident in PHA has tested positive for COVID-19, to which Mr. Welch replied no. There are three residents who are under quarantine from travel, etc. If there is a positive test, we would post on the building that the building contains a positive case.

Commissioner Ferrini commends the hard work of the PHA. All the Commissioners extend their thanks.

Attorney Bosen asked whether we see if rents are not being paid or are receivables holding firm. Mr. Welch reported that in March, there were 47 interim employment-related rent changes. Residents are reporting income changes and rent is still coming in.

The annual meeting has been on the calendar for May, but Mr. Welch recommends rescheduling to September.

Commissioner Leith motioned to accept the Executive Director’s report, as presented. Commissioner Ferrini seconded the motion. A roll call vote followed:

ROLL CALL:

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

The motion passed.

IV. NEW BUSINESS

A. Nomination of Commissioner for Ltd. Board

Commissioner Ferrini motioned to nominate and approve Commissioner Jewett as the Commissioner to also sit as a Director on the Ltd. Board. Commissioner Leith seconded the motion. There was no further discussion. A roll call vote followed:

ROLL CALL:

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

Commissioner Jewett abstained.

The motion carried, with five ayes and one abstention.

V. OLD BUSINESS

Commissioner Ferrini reported that he spoke with Commissioner Pickering to ask if she would sit with him as the committee to review PHA Executive Director Craig Welch. This committee will put together a report and recommendation, which will be reviewed with Attorney Bosen, and then will be discussed as an action item for the Board of Commissioners to discuss Mr. Welch's compensation.

Commissioner Ferrini motioned to establish a Compensation Committee to review Mr. Welch's compensation and to make the committee comprise of Commissioner Ferrini and Commissioner Pickering. Commissioner Leith seconded the motion. A roll call vote followed:

ROLL CALL:

AYES	NAYS
Commissioner Jewett	
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

Vice Chair Ferrini	
Chair Griffin	

The motion passed.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

Commissioner Pickering asked if Alexis Jones moved on from her position of Assistant Property Manager. Mr. Welch said Mrs. Jones has moved to Florida and will be working with US Housing Consultants.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Commissioner Ferrini notice in AMP 1, we are underspent on maintenance expenses and asked Ms. Labrie to speak to that. Ms. Labrie said that since the pandemic, the maintenance team is focusing primarily on cleaning. Gosling is 124 units of this AMP. The hours have been reduced from Gosling, as there are no common areas to clean. For the first two weeks of quarantine, maintenance came in for shorter, spread out shifts and those shifts were not being charged to properties, so COCC has been negatively affected.

Commissioner Ferrini motioned to approve the operational reports, as presented.

Commissioner Leith seconded the motion. A roll call vote followed:

ROLL CALL:

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

The motion passed.

VII. COMMISSIONER’S COMMENTS

There was no discussion.

VIII. ADJOURNMENT

Commissioner Ferrini motioned to adjourn the meeting. Commissioner Pickering seconded the motion. There was no further discussion. A roll call vote followed:

ROLL CALL:

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

The motion passed and the meeting adjourned.