

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 May 13, 2020 - 2:00 p.m.
 Conference Call

Chair Griffin called the meeting to order.

I. ROLL CALL

PRESENT

LATE ARRIVAL

ABSENT

Chair Griffin

Commissioner Jewett

Vice Chair Ferrini

Commissioner Leith

Commissioner Pickering

Commissioner Rodenhizer

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

Also present via Conference Call: Executive Director Craig Welch, Deputy Director Norma Laurent, Finance Director Valerie Labrie, Consultant Peter Roche, Executive Assistant Mary Kelliher.

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Leith motioned to waive the reading of the minutes dated April 8, 2020 and accept as presented. Commissioner Ferrini seconded the motion. The votes were as follows:

AYES	NAYS
Commissioner Leith	
Commissioner Pickering	
Commissioner Rodenhizer	

Vice Chair Ferrini	
Chair Griffin	

The motion passed.

IV. NEW BUSINESS

A. Presentation of the 2020 Annual Report

Chair Griffin commended the administration for a very good report.

Vice Chair Ferrini motioned to adopt the 2020 Annual Report. Commissioner Pickering seconded the motion. The votes were as follows:

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

The motion passed.

V. OLD BUSINESS

152 Court Street is scheduled for demolition in September.

There is a reverter provision in the deed of trust that needs to be satisfied by the City Council. While we are purchasing 152 Court Street, the seller is keeping ownership of the house at the front of the property. Currently, if he steps out of his house, he is technically on our land. We have agreed to give him land that is currently under the deed of trust, so that the land he steps on when exiting his house is his own. The seller’s title company pointed out that the 1968 deed of trust given to PHA has clause that says if PHA does not continue to own elderly housing at 140

Court Street (currently Feaster Apartments), then this land would automatically revert back to the City. We need to assure we have the right to give part of the land to this seller. We have presented this to the City Council twice and hope to resolve this issue, with help of legal counsel.

Vice Chair Ferrini motioned to accept the recommendation of the Executive Director as to how to proceed with legal counsel on the reverter clause. Commissioner Leith seconded the motion. The votes were as follows:

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

The motion passed.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

We have hired a new Facilities Operations Manager. Mark Lentz will start on 5/26.

B. WAIT LIST

Mr. Welch explained that the spring purge of the waitlist is currently being performed. The waitlist is currently the largest it's been since Mr. Welch has been with the organization. He informed the Board that with referral from specific agencies, we do approve preferences for homelessness for the Section 8 program.

C. VACANCY REPORT

We had two total lease-ups in April: one at Gosling Meadows and one at Feaster Apartments. Commissioner Rodenhizer asked what the average number of vacancy days is and how the pandemic has impacted it. Mr. Welch responded by saying we'd like to keep vacancy days under 30. It impacts funding and income, so we try to turnover units quickly. During the pandemic, the

vacancy days have increased. There are a few units that are upwards of 60 or more vacancy days. When offering units to applicants at the top of the waiting list, we have had a few applicants turn down units due to the pandemic.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Vice Chair Ferrini asked about AMP 1 page 18 frontline maintenance fees. Ms. Labrie said we are down significantly in both AMPs. Previously, maintenance workers were doing half days and have also been doing cleaning at properties that are charged less.

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

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

The motion passed.

VII. COMMISSIONER'S COMMENTS

Commissioner Rodenhizer asked what our plan is for how our CARES Act funds will be allocated. Mr. Welch said he will outline that plan for the June meeting.

VIII. ADJOURNMENT

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

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

The motion passed and the meeting adjourned.