

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 April 14, 2021 - 2:00 p.m.
 Conference Call

Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Commissioner Main		Commissioner Jewett
Commissioner Pickering		Commissioner Leith
Commissioner Rodenhizer		
Chair Ferrini		
Secretary Craig Welch		

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

Also present via Conference Call: Finance Director Valerie Labrie, Executive Assistant Mary Kelliher, Attorney John Bosen.

Chair Ferrini declared a quorum present.

READING OF MEETING MINUTES

Commissioner Main motioned to waive the reading of the minutes dated March 10, 2021 and accept as presented. Commissioner Rodenhizer seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

A. Portsmouth Place Apartments

Mr. Welch summarized his report. We have been contacted by HUD and have agreed to manage 48 enhanced tenant protection vouchers for the residents at Portsmouth Place Apartments, since the owner has ended the Section 8 contract there. The enhanced vouchers allow us to raise our payment standards, so we hope to be able to lease up tenants in place at Portsmouth Place Apartments.

B. Court Street Construction Update

Eckman has asked for more time, but we do not believe that is necessary and are determining how to respond to their request.

C. Court Street Funding Update

Mr. Welch thanked Chair Ferrini and Attorney Bosen for their tax credit pledges to help us get to our \$375,000 allotment of tax credits, as well as all Board members who helped make phone calls and connections.

IV. NEW BUSINESS

There was no discussion.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

Commissioner Rodenhizer asked if the Property Manager position was filled that will be working with the Court Street Project. Mr. Welch reported that Sara Steffen has recently been hired and started as the Property Manager for our tax credit portfolio, which currently includes Wamesit, Atlantic Heights, Connors Cottage, Lafayette School, and Betty's Dream. We believe we need to hire an Administrative Assistant for that office and then we believe we'll be ready for that team to work on leasing up Ruth's Place.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

Mr. Welch reported that we've been working on the operations regarding vacancies. This month's vacancy report is longer than usual, partly due to COVID and partly due to staff turnover at Feaster, Margeson, and our tax credit department. We've been working on getting our applications system up to speed.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Chair Ferrini asked where we are with lien waivers and how that's going. Ms. Labrie reported that we've been getting lien waivers as the G702 has been paid to Eckman. Eckman is submitting what they need to submit for what NHHFA needs when the requisitions are submitted by Ms. Labrie.

VII. COMMISSIONERS' COMMENTS

There was no discussion.

IX. ADJOURNMENT

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

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.