

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 May 12, 2021 - 2:00 p.m.
 Conference Call

Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Commissioner Leith		Commissioner Jewett
Commissioner Main		
Commissioner Pickering		
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.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated April 14, 2021 and accept as presented. Commissioner Pickering seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

III. Presentation of the 2021 Annual Report

Commissioner Rodenhizer expressed her appreciation for the “Creating Opportunities” section in the report.

Chair Ferrini noted a question that came up in the PHA Housing Development LTD meeting, regarding the Financials pie charts on page 6 of the report. The question brought up was what items make up the “Other” section of the revenue chart. Ms. Labrie clarified that this section mostly consists of two land transactions: the Feaster Demo/Dispo and a piece of land acquired by the PHA. We also received funding from the Federal Home Loan Bank of Boston for the Court Street project, and we also received additional COVID funding. Ms. Labrie will break down the “Other” section a little further in the pie charts in the Annual Report, and the report will be updated with the new graphic.

IV. NEW BUSINESS

A. Annual Vote on Officer Positions

Commissioner Pickering motioned to approve the following slate of officers:

Chair: Thomas Ferrini

Vice Chair: Kara Rodenhizer

Treasurer: Dan Main

Assistant Treasurer: Robin Pickering

Commissioner Leith seconded the motion.

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
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

Commissioner Rodenhizer asked what Mr. Welch is noticing with vacancies in relation to the high vacancy numbers in the recent reports. Mr. Welch reported that we are still feeling the effects of the recent staff turnover at Feaster and Margeson, as well as the tax credit properties. He believes that we've made progress in leasing up units in the month of April and believes that the vacancy report for the June meeting will look even better.

Commissioner Pickering asked about the unit that is vacant due to fire. Mr. Welch reported that the unit is being completely gutted. We've taken the unit offline with HUD so that it is not acquiring vacancy days as it is being renovated.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Commissioner Main asked why Maintenance expenses are below budget. Ms. Labrie said that for AMP 1 we're below budget mostly due to labor. There are different rates for different staff. We had an exterminator budgeted for AMP 1, but they are actually more in AMP 2. Next month, AMP 2 will show as slightly over budget due to this.

Chair Ferrini asked Ms. Labrie if there are still moneys we've spent and are waiting on getting reimbursed by on the Court Street Project. Ms. Labrie reported that the cash balance will continue to fluctuate through the duration of the project as we wait to get reimbursed through the construction requisition process. We are using money from the LTD in advance to fund invoices.

Commissioner Main asked what percentage of completion the Court Street Project is at. Ms. Labrie did not have that number in front of her but she keeps track and can look that up. Chair Ferrini asked that Mr. Welch address the completion status of the Court Street Project at next month's meeting.

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

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		

Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

VII. COMMISSIONERS' COMMENTS

Chair Ferrini suggested that Mr. Welch have someone from each PHA department to present a small report at each Board meeting, so that the Commissioners can learn more about the PHA and ask questions. All Commissioners were in agreement.

Chair Ferrini brought up the idea of reconvening in-person Board meetings. He asked that each Commissioner contact him individually outside of the meeting so everyone can privately voice their opinion and comfort level with the idea.

IX. ADJOURNMENT

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

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.