

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY

245 MIDDLE STREET, PORTSMOUTH, NH
July 14, 2021 - 2:00 p.m.

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		

Also present: Finance Director Valerie Labrie, Facilities Director Mark Lentz, Attorney John Bosen, Executive Assistant Mary Kelliher

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated June 9, 2021, and accept as presented. Commissioner Pickering seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

IV. NEW BUSINESS

A. Executive Director's Report

Mr. Welch summarized his report. PHA hired a new Housing Choice Voucher Program Manager, Adam Krans. He comes from the Dover Housing Authority and helped with the RAD conversion over there.

Our IT contractor, TJ Marks, sadly passed away several weeks ago. We are working with an interim IT contractor and are determining next steps.

B. Presentation by Facilities Director, Mark Lentz

Mr. Lentz summarized the PHA's Capital Needs Project List and how large projects are organized. Anyone can make a suggestion for property improvement. It is determined if the suggestion is a work order or a future item that needs to be budgeted for, which would be added to this list. We put what year we think that item needs to be done. The list helps Ms. Valerie Labrie to be aware of items that may need to be budgeted for in future years. An item greater than \$10,000 needs to be competitively bid.

Chair Ferrini asked if there is a separate work order system, to which Mr. Lentz said there is. Commissioner Rodenhizer asked if maintenance personnel are assigned to a specific property or where needed. Mr. Lentz said that first and foremost, they are assigned to a specific property. If

someone calls out or there's an issue that arises at another property, Mark can look at the work order system to see who can be moved to another property temporarily.

Commissioner Pickering asked about maintenance services that are contracted out versus done in-house by PHA's maintenance personnel. Mr. Welch said that we weigh the cost and time benefits of using our maintenance personnel to do things such as mowing and snow plowing. Mowing takes time and we always have the same need to carry out work orders for residents, so who and when we contract for services like that can vary.

C. Housing Study/Business Plan

Mr. Welch summarized Peter Roche's presentation to the PHA Housing Development, LTD Board about creating a business plan. Mr. Welch and Mr. Roche both agree that we first and foremost need a business plan before a housing study. Commissioner Rodenhizer asked what the time frame is for the business plan. Mr. Welch said that by the August meeting he will have recommendations for a consultant and a good idea of cost. We can then potentially execute the start of the process.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAITLIST REPORT

Commissioner Pickering noticed the numbers were approximately halved and asked why that was. Mr. Welch said we recently did the annual purge of the waitlist. We send out letters to everyone on the waitlist, asking for them to checkmark what housing lists they would like to remain on the waitlist for and we put a deadline. If we do not hear back from someone, we remove them from our waitlist.

C. VACANCY REPORT

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Chair Ferrini noticed that we are 42% down on tenant services in AMP 1, as seen on page 14. Ms. Labrie said that is due to a part time role that has been vacant.

Commissioner Main noticed maintenance expense is lower year to date for AMP 1. Ms. Labrie said that we budgeted for more hours on those properties, but the workers have been working other properties. Chair Ferrini asked where we are in maintenance budget overall. Ms. Labrie said we are down \$50,000 in revenue due to which properties the maintenance team personnel worked.

VII. COMMISSIONERS' COMMENTS

Mr. Welch estimates we are about 1/3 done with Ruth's Place. Commissioner Rodenhizer asked when the application is going to be open. Mr. Welch said that we have not yet determined that. We are working on that. Property Managers Sara Steffen and Kelley Lesko are a part of that. We were thinking the fourth quarter of this year or first quarter next year we will start getting that out. He believes the lease-up process will be more difficult than marketing. We currently have a little more than 100 individuals on the waitlist just to be notified when the application is available for Ruth's Place.

Chair Ferrini asked if the lease for Ruth's Place will be different than our lease for other properties. Attorney Bosen believes the lease will be different and he will need to discuss that with Mr. Welch.

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.