

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
August 11, 2021 - 2:00 p.m.

Vice Chair Rodenhizer called the meeting to order.

I. ROLL CALL

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

Also present: Finance Director Valerie Labrie, Attorney John Bosen

Vice Chair Rodenhizer declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Pickering motioned to waive the reading of the minutes dated July 14, 2021 and accept as presented. Commissioner Main seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Leith		
Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed.

IV. NEW BUSINESS

A. Executive Director's Report

Mr. Welch summarized his report. We are still on schedule for an April 2022 construction finish. The roof is on and the windows are in. The siding will start to go on next week. They do want the outside landscaping completed prior to the winter. We are having issues with the Marvin windows, as we've found they are too difficult to open. Mark Lentz is working hard to address the issues.

We will be scheduling a time for Board members to take a tour of Ruth's Place.

The Finance Department has started working on budgets for 2022. We will provide a budget for the Board in the November meeting.

Resident Services has been keeping our kids busy this summer. This week, the kids are attending camp at PMAC thanks to a \$5,000 grant.

The Resident Services team has been assisting our Property Managers in getting paperwork completed, while we've been short-staffed.

B. Presentation on PHA Policies

Mr. Welch gave a report on PHA policies and how we manage them. He showed the Board the spreadsheet which lists all of our policies, the date each was last updated, when each needs to be updated next, and who is responsible for updating it.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAITLIST REPORT

There was no discussion.

C. VACANCY REPORT

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Mr. Welch reported that we are currently at 9% uncollected rent. Historically, we are at 4-5%. We are pushing residents to apply for the COVID rent payment relief.

VII. COMMISSIONERS' COMMENTS

Vice Chair Rodenhizer asked if the PHA foresees any changes to its mask requirements. Mr. Welch said we are not yet making changes.

IX. ADJOURNMENT

Commissioner Main 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 Leith		
Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed and the meeting adjourned.