

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
September 8, 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, Attorney John Bosen, Executive Assistant Mary Kelliher

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Main motioned to waive the reading of the minutes dated August 11, 2021 and accept as presented. Commissioner Rodenhizer seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		Chair Ferrini
Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed.

IV. NEW BUSINESS

A. Executive Director's Report

Mr. Welch summarized his report. Regarding construction of Ruth Lewin Griffin Place, the siding should be all up. Site work and landscaping will begin next week after the siding is up. The team is working on the application for Ruth Lewin Griffin Place.

PHA is in the process of reviewing budgets. The Wamesit Place budget is being worked on now, as it gets submitted earlier than the other properties' budgets. All other budgets will be presented as a draft at the November meeting to be approved at the December meeting.

Property Managers and Maintenance staff had a joint meeting to review projects. We are considering adding more Maintenance staff, since we are adding 64 new housing units in the next year.

Counselor McEachern and Counselor Trace suggested doing a work session with the PHA. Mr. Welch spoke with the counselors and City Manager Karen Conard and accepted this invitation.

The challenge with the double-hung windows has been solved.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAITLIST REPORT

Commissioner Main asked what the difference is between the column of total applications versus applicants. Mr. Welch explained that each individual applicant can have an application in for multiple different properties, so the number of individual applications is higher than actual applicants.

C. VACANCY REPORT

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Chair Ferrini asked where we are in regards to staffing. Mr. Welch said we are hiring for Resident Services positions, an Office Assistant at Feaster, and a Tax Credit Occupancy Specialist. We are having trouble acquiring candidates for the Occupancy Specialist role. Commissioner Rodenhizer suggested using the NH Nonprofit Association website.

Commissioner Rodenhizer asked how we are over 100% year to date rent paid. Is that related to CARES Act funds we received? Ms. Labrie said we did receive some COVID funding. That column also includes prior year balances that were carried over into this year.

Commissioner Main asked what 113 Cottage Street is. Ms. Labrie noted that it should have previously been included in the rent collection report. It is a single family home that the City owns and we manage.

Commissioner Rodenhizer motioned to accept the operational reports. 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.

VII. COMMISSIONERS' COMMENTS

Commissioner Main asked how many ADA units there will be out of the 64 units at Ruth Lewin Griffin Place. Mr. Welch said there will be four ADA units.

IX. ADJOURNMENT

Commissioner Rodenhizer motioned to adjourn the meeting. Commissioner Main 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.