

MINUTES
FINAL
 REGULAR MEETING
 BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
 245 MIDDLE STREET, PORTSMOUTH, NH
 November 10, 2021 - 2:00 p.m.

Chair Ferrini called the meeting to order.

I. ROLL CALL

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

Also present: Attorney John Bosen, Executive Assistant Mary Kelliher, PHA Resident Helen Schwoerer.

Finance Director Valerie Labrie joined the meeting via conference call.

Chair Ferrini declared a quorum present.

Commissioner Pickering motioned to suspend the rules and bring agenda item VI (Public Comments) forward. 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.

II. Public Comment

Helen Schwoerer, resident at Feaster Apartments, spoke to a concern regarding a leak in the roof at Feaster Apartments. Ms. Schwoerer has been a resident of Feaster for 4 years. She reported that other residents came to her with the same concern. Ms. Schwoerer voiced a concern for safety, wondering if there could be black mold present. She also stated concern regarding the hazard that wet floors cause when the leak occurs. She reported that the PHA makes a resident put out buckets and towels when the roof leaks, and that she believes it is abusive for the PHA to be asking a resident to do this.

Mr. Welch confirmed that there has been a persistent roof leak at Feaster, and that the maintenance team, contractors, and consultants have made many attempts to fix the leak and has been frustrated when the leak has returned after weeks or months. Recently, the PHA hired a roofing consultant who suggested applying a sealant to the portion of the brick wall surrounding the parapet on the roof, and that PHA maintenance did so this week and we're hopeful that this fixes the problem. He stated the PHA has a lot of experience with mold and mold remediation and that they have not seen any signs of mold. Mr. Welch explained that the PHA would never make a resident do anything that was the job of PHA staff, but that it's common for residents to offer to be helpful.

Mr. Welch further explained that the PHA is currently doing engineering and design for an entirely new roof at Feaster and put this project at the top of their 2022 Capital Fund Program plan. As part of this project, the PHA has also secured funding assistance from the NH Saves Energy Efficient Program so that the new roof can be insulated and save energy at Feaster which was recommended by an Energy Audit that was completed by Resilient Buildings Group in Concord.

Ms. Schwoerer asked what the PHA is going to do if the roof leaks again. Mr. Welch said that they will continue to try new approaches but hopes that the repair made on Monday does the job. Ms. Schwoerer suggested having maintenance personnel on site during the next rainstorm. Mr. Welch said he would continue to monitor the situation.

III. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated October 13, 2021 and accept as presented. Commissioner Leith seconded the motion.

The votes were as follows:

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

The motion passed.

IV. NEW BUSINESS

A. Executive Director’s Report

Mr. Welch summarized his report, saying that the Application for Tenancy at Ruth Lewin Griffin Place is estimated to be completed in December and will be dispersed in early 2022. He reported that the PHA Housing Development, Ltd. Board is hiring RKG Associates to complete a Housing Needs Assessment for Portsmouth to help inform what our next steps should be to add to the supply of affordable housing in Portsmouth.

Will Arvelo is new Executive Director at Crossroads House and recently met with Mr. Welch. Peter Gilmore at Seacoast Community School is retiring. He worked in collaboration with the PHA to make the Meadows Preschool possible and deserves our thanks and best wishes.

Commissioner Rodenhizer asked if there is funding available to expand Resident Services. Mr. Welch said that we are interested in growing our Resident Services Program, and we are working on our budget, management capacity, and space needs in order to accommodate more resident services. The PHA may also consider contracting out part of our Resident Services to another agency.

B. Res. No. 2021-005 – 2022 Flat Rents Update

Ms. Labrie explained the choice for flat rent calculation for 2022. The PHA will use option #2 (80% of the small area fair market rent) for calculation, which is more reflective of the market, which is what flat rents are intended to do. The utility allowance will be deducted from that.

Commissioner Rodenhizer motioned to approve Resolution 2021-005 2022 Flat Rents Update. Commissioner Leith seconded the motion.

The votes were as follows:

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

The motion passed.

C. Review of 2022 PHA Operating Budget

Ms. Labrie summarized the 2022 Operating Budget. Overall, it is a \$11.3 million budget. The largest increase in revenues is the front-line maintenance fees, which is about a \$240,000 increase. The reasons for that are due to several factors: we redid a market analysis and increased rates, we have a new Maintenance Supervisor position, and a \$600,000 HAP renewal which is mostly to do with the new tenant protection vouchers.

Under expenses, Ms. Labrie highlighted that administration salaries are increasing by almost \$175,000. That is mostly because we are in-sourcing HCV management. Maintenance salaries increased \$100,000 which is mostly due to the new Maintenance Supervisor position. Overall, for net income we are projecting a surplus of \$17,000. A surplus of almost \$50,000 with the Central Office Cost Center is projected. The year-end balances for AMPS 1 and 2 are projected to be at a deficit, however, we project to be four months out in funds, which is required by HUD.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

Mr. Welch reported that we are fully staffed at this time, with a few new hires scheduled to start within the next few weeks.

B. WAITLIST REPORT

There was no discussion.

C. VACANCY REPORT

There was no discussion.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

Chair Ferrini asked if there is a budget yet for Court Street income from rents. Ms. Labrie said there is not at this time. Once we start receiving rents, that will be a report in the monthly financials, as a separate property. Ms. Labrie stated the report will be a part of the PHA Housing Development, Ltd. financial reports. Chair Ferrini suggested that it would be beneficial for the Board of Commissioners to see it as well, at least as the project starts, so that they can have an idea of the impact the project has.

Commissioner Rodenhizer motioned to accept the operational reports. Commissioner Leith 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.

VII. COMMISSIONERS' COMMENTS

Commissioner Rodenhizer asked how we chose RKG for the housing needs assessment. Mr. Welch replied that interviewed three other consultants, and that two others said they have a partnership with RKG to help them complete a study like this. Given their excellent qualifications, timeline for completion and cost, staff determined RKG was the best choice.

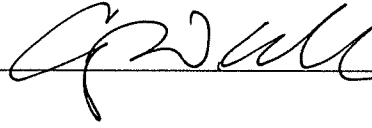
VIII. ADJOURNMENT

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

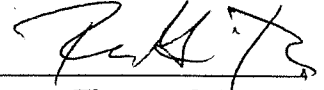
AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.

Respectfully Submitted,



Craig W. Welch
Secretary



Accepted by: Kara Rodenhizer
Vice Chair

Thomas G. Ferrini
Chair

12/8/21
Date

