

MINUTES
FINAL
REGULAR MEETING
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
December 8, 2021 - 2:00 p.m.

Chair Ferrini called the meeting to order.

I. ROLL CALL

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

Also present: Attorney John Bosen, Finance Director Valerie Labrie, Executive Assistant Mary Kelliher, PHA Resident Patience Horton.

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated November 10, 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.

III. NEW BUSINESS

A. Executive Director's Report

Mr. Welch reported that we are on time and on budget for Ruth Lewin Griffin Place construction. Staff are working on the marketing plan. PHA has purchased an applicant portal which will allow for us to take applications online. He estimates that the application will be released in January.

Mr. Welch reported that PHA had a kick-off call with RKG and are prepared to get started with the Housing Needs Assessment study.

Judy Weber from Viva Consulting will be studying the PHA's management operations and will come up with suggestions for how the organization can run more efficiently.

The Ltd. Directors have requested that staff present a PHA Finance Workshop sometime in January or February. This was requested because of the increasing complexity of the PHA financials and their desire to understand more about how our financial structure, systems and controls work. Commissioner Rodenhizer asked if this workshop can be open to the Commissioners as well and Mr. Welch confirmed that all Commissioners and Directors are welcome.

As the President of the New Hampshire Housing Authorities Corporation (NHHAC), Mr. Welch sought and received approval from all of the Housing Authorities statewide, to be a plaintiff in a lawsuit that has been filed against the Public Utility Commission to prevent energy efficiency funding cuts from taking place.

B. Res. No. 2021-006 – Approval of the 2022 PHA Operating Budget

Ms. Labrie summarized the highlights of the 2022 PHA operating budget. There is a slightly higher cost of living increase, an increase in dumpster pickups at Gosling Meadows, and work on overhang roof at Margeson. The AMPs show a deficit, but at the end of the year, we will still have at least 4 months in reserves, which is required by HUD.

Commissioner Main motioned to approve Resolution 2021-006 2022 PHA Operating Budget. Commissioner Rodenhizer seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

IV. OLD BUSINESS

There was no discussion.

V. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAITLIST REPORT

There was no discussion.

C. VACANCY REPORT

Commissioner Main asked what an over-housed tenant means. Mr. Welch explained that there are occupancy rules that dictate the minimum and maximum number of residents per bedroom are allowed. For example, if a resident with a child lives in a 2-bedroom and the child grows up and moves out, leaving the parent as the only tenant in the 2-bedroom unit, that tenant is no longer eligible for a 2-bedroom and is classified as over-housed. In these cases, the resident is required to move to a unit they are eligible for.

D. LANDLORD-TENANT

There was no discussion.

E. FINANCIAL REPORTS

There was no discussion.

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.

VI. PUBLIC COMMENT

There was no discussion.

VII. COMMISSIONERS' COMMENTS

There was no discussion.

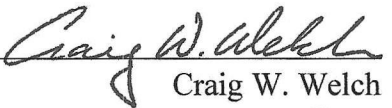
VIII. ADJOURNMENT

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

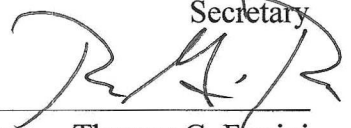
AYES	NAYS	ABSTENTIONS
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.

Respectfully Submitted,


 Craig W. Welch

Secretary



Accepted by: Kara Rodenhizer
 Vice Chair

Thomas G. Ferrini
 Chair

2/9/22

Date

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