

MINUTES  
**DRAFT**  
REGULAR MEETING  
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY  
245 MIDDLE STREET, PORTSMOUTH, NH  
January 25, 2022 - 6:00 p.m.

Chair Ferrini called the meeting to order.

**I. ROLL CALL**

<b>PRESENT</b>	<b>LATE ARRIVAL</b>	<b>ABSENT</b>
Commissioner Main		Craig Jewett
Commissioner Pickering		Commissioner Leith
Chair Ferrini		Commissioner Rodenhizer
Secretary Craig Welch		

**Also present:** Attorney John Bosen, Finance Director Valerie Labrie, Executive Assistant Mary Kelliher

Chair Ferrini declared a quorum present.

**II. READING OF MEETING MINUTES**

**Commissioner Pickering motioned to waive the reading of the minutes dated December 8, 2021, and accept as presented. Commissioner Main seconded the motion.**

**The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
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Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

**The motion passed.**

### **III. NEW BUSINESS**

#### **A. Executive Director’s Report**

Eckman Construction will be requesting an extension. The PHA will debate whether to accept this when the official request comes as a change order. This will pose about a 6 week delay, which will lead to a finish date in the beginning of June. Construction has been held up at least a month from inspection delays. PHA is working on marketing, including a new website and logo for Ruth Lewin Griffin Place. The Finance Workshop is to be scheduled, most likely in March or April.

#### **B. Res. 2022-001: Bad Debt Write-Off for 2021**

Ms. Labrie reported that the write-off amount for 2021 is the highest it’s been since 2007. The debts are mostly made up of rent. There are some work order charges. Commissioner Pickering asked why 35A Holiday Drive is listed for 2014. Ms. Labrie said that is from before the conversion to Wamesit Place, when the property was called Ridgewood Apartments. It should have been previously written off, but the finance department is cleaning things up. The tenant moved out and made a re-payment agreement to pay PHA back, but never did.

**Commissioner Main motioned to approve Resolution 2022-001: 2022 Bad Debt Write-Off for 2021. Commissioner Pickering seconded the motion.**

**The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Main		

Commissioner Pickering		
Chair Ferrini		

**The motion passed.**

**Commissioner Main motioned to enter a discussion regarding the scheduled meeting times for the PHA Board of Commissioners monthly meetings going forward. Commissioner Pickering seconded the motion.**

**The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

**The motion passed.**

The Commissioners discussed options for what time would work best for the majority. This is to be determined as to whether the current 2pm time every 2<sup>nd</sup> Wednesday of each month will be continued.

**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**

Mr. Welch pointed out that the numbers have decreased significantly compared to previous months. He reported that staff have been working very hard on this.

## **D. LANDLORD-TENANT**

There was no discussion.

## **E. FINANCIAL REPORTS**

Chair Ferrini noted that the \$64,806 total maintenance expenses are higher than the \$45,000 budgeted amount and asked how that budget is going. Ms. Labrie reported that maintenance expenses are under budget year-to-date as of the report for this board packet, which is for November 2021, and expects to remain under budget.

Chair Ferrini asked how staff turnover has been in the last two years. Mr. Welch reported that since January 2020, PHA has hired 26 people. PHA has 31 full-time staff members.

Mr. Welch summarized the 20-year operating proforma for 160 Court St. The potential income is almost \$863,000. The expenses are an estimate. The fiscal year is anticipated to be the calendar year.

## **VI. PUBLIC COMMENT**

There was no discussion.

## **VII. COMMISSIONERS' COMMENTS**

There was no discussion.

## **VIII. ADJOURNMENT**

**Commissioner Pickering motioned to adjourn the meeting. Commissioner Main seconded the motion. There was no further discussion.**

**The votes were as follows:**

<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

**The motion passed and the meeting adjourned.**