

**MINUTES  
FINAL  
REGULAR MEETING  
BOARD OF COMMISSIONERS**

**PORTSMOUTH HOUSING AUTHORITY  
245 MIDDLE STREET, PORTSMOUTH, NH  
September 13, 2023 – 2:00p.m.**

Chair Ferrini called the meeting to order.

**I. ROLL CALL**

<b>PRESENT</b>	<b>LATE ARRIVAL</b>	<b>ABSENT</b>
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

**Also present:** Executive Director Craig Welch, Finance Director Valerie Labrie, Operations Manager Mary Kelliher

Chair Ferrini declared a quorum present.

**II. READING OF MEETING MINUTES**

**Commissioner Rodenhizer motioned to waive the reading of the minutes dated August 9, 2023 and accept as presented. Commissioner Griffin seconded the motion.**

**The votes were as follows:**

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

**The motion passed.**

**III. BILLS AND COMMUNICATIONS**

Mr. Welch noted that the Little Free Library has been installed outside of Ruth Lewin Griffin Place.

**IV. REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Welch summarized his report, noting that PHA staff will be assembling an application for the Moving to Work (MTW) program through HUD, which is a program reserved for Public Housing Authorities. The MTW program allows flexibility in how a PHA is able to use funding resources.

Mr. Welch reported that staff are working on 2024 budgets and that budget meetings are taking place with each department.

Mr. Welch also reported that Mark Lentz will be executing on the Sustainability Plan.

**V. OPERATIONAL REPORTS**

Mr. Welch noted that staff are working on a memo regarding updating the waitlist preferences and discussed some of staff’s reasoning. The memo is not complete and will be presented at a later date.

**VI. FINANCIAL REPORTS**

Mr. Welch directed the Commissioners to the “HCV Leasing Data” on page 32 of their packets. He noted that the PHA’s voucher utilization is the highest it’s been in a long time, which he attributes to staff making good landlord connections.

**Commissioner Rodenhizer motioned to accept the Operational & Financial Reports. Commissioner Main seconded the motion.**

**The votes were as follows:**

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

**The motion passed.**

**VII. OLD BUSINESS**

There was no discussion.

**VIII. NEW BUSINESS**

**A. Presentation of the 2022 PHA Audit**

The Board will vote to accept the audit at the next month's meeting. Mr. Welch reminded the Board that a vote is not required and that the audit will be submitted prior to the Board vote.

**B. Resolution 2023-004: Approval of 2024 Housing Choice Voucher Payment Standards**

**Commissioner Rodenhizer motioned to approve Resolution 2023-004 as presented. Commissioner Griffin seconded the motion.**

Commissioner Griffin asked for a refresher on what Fair Market Rent (FMR) is. Mr. Welch noted that HUD determines the FMR annually by a certain algorithm and they are set by metropolitan area. The PHA then uses the FMR as determined by HUD to determine our Payment Standard, which is the amount a landlord can charge for rent in the Section 8 Housing Choice Voucher program.

There was no further discussion.

**The votes were as follows:**

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

**The motion passed.**

### **C. Summary of Moving to Work Program**

Mr. Welch presented details about the HUD Moving to Work program, which the PHA is planning to submit an application for in December.

### **D. Draft 2024 PHA Annual Plan**

Mr. Welch presented the draft 2024 Annual Plan, which will be voted on at the public meeting scheduled for October 11<sup>th</sup>.

## **IX. PUBLIC COMMENTS**

There was no discussion.

## **X. COMMISSIONERS COMMENTS**

Commissioner Griffin mentioned that he attended the NH Housing webinar the other week titled “Unpacking New Hampshire’s Housing Crisis,” and it was very informative.



**XI. ADJOURNMENT**

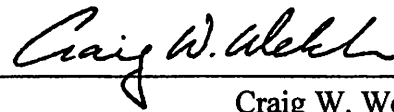
**Commissioner Rodenhizer motioned to adjourn the meeting. Commissioner Griffin seconded the motion. There was no further discussion.**

**The votes were as follows:**

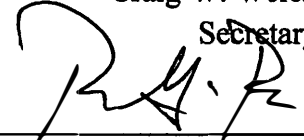
<b>AYES</b>	<b>NAYS</b>	<b>ABSTENTIONS</b>
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

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

Respectfully Submitted,



Craig W. Welch  
Secretary



Accepted by: Kara Rodenhizer  
Vice Chair

Thomas G. Ferrini  
Chair

10/11/23

Date