

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
April 10, 2019 - 2:00 p.m.
245 Middle Street, Portsmouth, NH

Commissioner Kennedy called the meeting to order.

I. ROLL CALL

PRESENT

Commissioner Ferrini
Commissioner Kennedy
Commissioner Leith
Commissioner Pickering

LATE ARRIVAL

ABSENT

Chair Griffin
Vice Chair Schwartz

Also present: Craig W. Welch, Valerie Labrie, Mary Kelliher, Attorney John Bosen, CPA
Howard Gordon

Commissioner Kennedy declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Ferrini motioned to amend the minutes dated March 13, 2019. The minutes should state that all commissioners were present. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

Commissioner Leith motioned to approve the minutes as amended. Commissioner Pickering seconded the motion. The motion passed, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch discussed his report, which included the Court Street Workforce Housing Project and the ribbon cutting for the Seacoast Community School at the Meadows Preschool going full-time.

Commissioner Ferrini moved to accept the Executive Director's Report, as presented. Commissioner Leith seconded the motion. There was no further discussion. The motion carried, with all in favor.

IV. OLD BUSINESS

COURT STREET PROJECT UPDATE – HOWARD GORDON CPA

Howard Gordon answered questions in regard to the excess cash in PHA's Central Office Cost Center.

V. NEW BUSINESS

PROCUREMENT POLICY UPDATE – MICRO PURCHASE THRESHOLD

Ms. Labrie explained the threshold will be changed from \$3,000 to \$10,000

Commissioner Ferrini motioned to approve Resolution 2019 #001 and requested a roll call vote. Commissioner Leith seconded the motion. Upon roll call, the “ayes” and “nays” were as follows:

Aye	Nay
Commissioner Pickering	
Commissioner Leith	
Commissioner Kennedy	
Commissioner Ferrini	

Commissioner Kennedy declared the said motion carried and Resolution adopted.

VI. OPERATIONAL REPORTS

FINANCIAL REPORTS

Ms. Labrie explained additional expenditures for AMP 1 relative to preparations for upcoming inspections.

WAIT LIST

There was no discussion.

VACANCY REPORT

There was no discussion.

RENT COLLECTION REPORT

There was no discussion.

HOUSING CHOICE VOUCHER UTILIZATION REPORT

Commissioner Ferrini requested a presentation on Housing Choice Voucher by Dian Clark at one of the upcoming monthly meetings.

Commissioner Ferrini motioned to approve the above operational reports. Commissioner Leith seconded the motion. The motion passed, with all in favor.

COURT STREET PRE-DEVELOPMENT SUMMARY REPORTS

The Board discussed the need for a vote on COCC fund use in June or July.

VII. COMMISSIONER'S COMMENTS

There was no discussion.

VIII. ADJOURNMENT

Commissioner Ferrini motioned to adjourn the meeting. Commissioner Leith seconded the motion. There was no further discussion. The motion carried, with all in favor.