

MINUTES
REGULAR MEETING
BOARD OF COMMISSIONERS
PORTSMOUTH HOUSING AUTHORITY
June 12, 2019 – 2:00 p.m.
245 Middle Street, Portsmouth, NH

Chair Griffin called the meeting to order.

I. ROLL CALL

PRESENT

Chair Griffin

Vice Chair Schwartz

Commissioner Ferrini

Commissioner Kennedy

Commissioner Leith

Commissioner Pickering

LATE ARRIVAL

ABSENT

Also present: Craig W. Welch, Valerie Labrie, Mary Kelliher, Attorney John Bosen, Peter Roche

Chair Griffin declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Kennedy motioned to waive the reading of the minutes dated April 10, 2019 and accept as presented. Commissioner Leith seconded the motion. There was no further discussion. The motion carried, with all in favor.

III. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch went over his report and explained that the Portsmouth Housing Authority has received a CHAP (Commitment to engage with Housing Assistance Payments), which is the next step in RAD conversion. He noted that due to Resident Services' efforts at engaging residents in COAST's community forums, COAST has plans to implement two new bus stops in 2020: one by Atlantic Heights and one at City Hall. He noted the newly implemented raised garden beds at Margeson and Feaster, which were started with help from Resident Services. Mr. Welch thanked all who were able to make it to the May 18th ribbon cutting of the Meadows Preschool.

IV. OLD BUSINESS

Commissioner Ferrini noted that there was no Board of Commissioners meeting in May, as quorum was not met.

V. NEW BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

WAIT LIST

Mr. Welch noted that the Portsmouth Housing Authority has been doing the annual wait list purge. A letter is sent out annually to applicants on the waiting list, ensuring that their information is current and that they still would like to be on the list. If the letter is not returned by the noted deadline, and no communication has been received by an applicant, the applicant is removed from the list in order to keep the list current and accurate with those in need of housing.

VACANCY REPORT

There was no discussion.

RENT COLLECTION REPORT

There was no discussion.

HOUSING CHOICE VOUCHER UTILIZATION REPORT

Commissioner Ferrini requested that the HCV manager come to do a presentation for the Board. Mr. Welch assured the Board that the HCV manager is aware of this request and will come to an upcoming meeting to present.

COURT STREET PRE-DEVELOPMENT SUMMARY REPORTS

There was no discussion.

FINANCIAL REPORTS

Commissioner Kennedy asked why more was spent than was budgeted. Ms. Labrie explained that maintenance expenses drove the increase in expenses.

Commissioner Kennedy motioned to approve agenda items III through IV. Commissioner Leith seconded the motion. There was no further discussion. The motion passed, with all in favor.

VII. COMMISSIONER'S COMMENTS

Commissioner Kennedy reminded the Board that Mr. Welch received the Seacoast Workforce Housing Leadership Award on behalf of the Portsmouth Housing Authority. The Board thanked Mr. Welch for his continued work and are fortunate to have him as Executive Director.

VIII. ADJOURNMENT

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