

MINUTES
 REGULAR MEETING
 BOARD OF COMMISSIONERS
 PORTSMOUTH HOUSING AUTHORITY
 January 13, 2021 - 2:00 p.m.
 Conference Call

Chair Ferrini called the meeting to order.

I. ROLL CALL

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

Members were present via conference call due to the COVID-19 pandemic.

Also present via Conference Call: Finance Director Valerie Labrie, Executive Assistant Mary Kelliher, Attorney John Bosen.

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Rodenhizer motioned to waive the reading of the minutes dated December 9, 2020 and accept as presented. Commissioner Main seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

III. EXECUTIVE DIRECTOR’S REPORT

Court Street Update

Mr. Welch reported they are working on shoring along the front of the property. The foundation work has started in the back of the property.

Funding Update

We have 24 businesses that have purchased tax credits. We still have a gap of \$76,000.

Commissioner Rodenhizer asked how the Commissioners should get connections to Mr. Welch. Mr. Welch asked that they email the contact person to him or, make an introduction via email if they have that type of connection with someone.

Vaccinations

We are actively working on planning and scheduling vaccine clinics at all eleven of our properties. Chief Germain has helped us lobby to get all the residents, no matter the age, to get the Moderna vaccine at our clinics. The clinics at Gosling Meadows and Wamesit Place will only be for residents age 65 and older.

**Commissioner Rodenhizer motioned to accept the Executive Director’s report.
Commissioner Leith seconded the motion. The votes were as follows:**

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

IV. NEW BUSINESS

A. Res. No. 2021-001: Public Housing Bad Debt Write Off

Ms. Labrie summarized the proposed write off. The proposed amount is \$13,000. This is approximately \$10,784 less than last year. We can propose to collect these funds later, but this write off is needed for accounting purposes.

Commissioner Main motioned to approve Resolution No. 2021-001: Proposed Bad Debt Write Off for 2020. Commissioner Leith seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

V. OLD BUSINESS

There was no discussion.

VI. OPERATIONAL REPORTS

A. ORGANIZATION CHART

There was no discussion.

B. WAIT LIST

There was no discussion.

C. VACANCY REPORT

Commissioner Rodenhizer asked what the designation is for the new West End Yards in Portsmouth. Attorney Bosen said that 27 units are designated for workforce housing and that it will be the second largest workforce housing project. Mr. Welch is expecting to hear from Peter Stith regarding the PHA helping to do the monitoring of income qualification for West End Yards, for a fee.

D. LANDLORD-TENANT

Commissioner Rodenhizer asked if the bed bug case mentioned last month is ongoing with Supreme Court. Attorney Bosen said this office is working on a brief which will be filed in two weeks.

E. FINANCIAL REPORTS

Commissioner Main noticed that administration salaries were favorable to the budget. Ms. Labrie said that is due to a vacancy issue that we've had with staff over the year and also partially from COVID relief fund reimbursement. Commissioner Main asked if the PHA budgets at full staffing, to which Ms. Labrie said we do. Commissioner Main asked if we expect any surprises for future expenses. Ms. Labrie said that the financial reports next month will show a larger draw down for operating funds for AMP 1 and AMP 2 because we still had funds remaining to draw from those. We were using the funds from the CARES Act first per the recommendation from our fee accountant. In December, we were going to draw down whatever was left.

Commissioner Main asked about rent collection. Ms. Labrie said the percentages are close in line for what they are year to year. We have been looking at this closely.

Mr. Welch reported that we do have some climbing receivables, but it's not in the number of people; it's in the balances of a few residents with big balances.

Commissioner Rodenhizer asked if we have seen individuals have family members move in due to loss of housing. Mr. Welch said he will check with Property Managers.

Commissioner Rodenhizer motioned to approve the operational reports, as presented. Commissioner Pickering seconded the motion. The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

Chair Ferrini brought up the need for the Commissioners to do a performance review for the Executive Director, Mr. Welch. The Board has typically sought to do this in the first quarter of the year. In the interest of showing good faith to our hard working Executive Director, it is appropriate to do that performance review. In the past, the Vice Chair and one other Commissioner has served on that committee. Commissioner Pickering has worked on that committee previously. Chair Ferrini suggested that Commissioner Rodenhizer, being the current Vice Chair, and Commissioner Pickering, having sat on the committee previously, make up this year's Executive Director performance review committee. The Commissioners were all in agreement to this suggestion. Chair Ferrini will share the necessary documents with the committee. We will put a nonpublic session for this employee matter on the February agenda, provided that a proposal is ready.

VII. COMMISSIONERS' COMMENTS

Commissioner Main asked if we predict any change in funding for our programs in relation to the new presidential administration. Mr. Welch said he doesn't know what to speculate. He is not sure what the priorities of the administration would be. He believes there may be more regulatory pressure to perform on certain things. They may want to enforce the Affirmative Fair Housing Marketing Plan, which we did not get guidance on and did not continue with, after its creation during President Obama's administration.

IX. ADJOURNMENT

Mr. Welch mentioned that Margeson resident Ray Goulet is having his 98th birthday tomorrow, January 14th. He is a WWII veteran who stormed the beaches of Normandy. At 10:30am tomorrow, there will be police cruisers and people outside the Margeson Apartments building to pay tribute to Ray.

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 Leith		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed and the meeting adjourned.