

MINUTES  
**DRAFT**  
REGULAR MEETING  
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY  
245 MIDDLE STREET, PORTSMOUTH, NH  
January 10, 2024 – 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 Rodenhizer
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

**Also present:** Executive Director Craig Welch, Finance Director Valerie Labrie, Attorney John Bosen, Operations Manager Mary Kelliher, Housing Choice Voucher Program Manager Cathy Gallagher, Public Housing Occupancy Manager Jen Pyke

Commissioner Pickering and Attorney Bosen joined the meeting remotely.

Chair Ferrini declared a quorum present.

**II. READING OF MEETING MINUTES**

**Commissioner Main motioned to waive the reading of the minutes dated December 6, 2023 and accept as presented. Commissioner Bergeron 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		
Chair Ferrini		

**The motion passed.**

### **III. PUBLIC COMMENTS**

There was no discussion.

### **IV. COMMUNICATIONS & CORRESPONDENCE**

Chair Ferrini referred to the printout of an email from the U.S. Department of Housing and Urban Development (HUD), stating that the corrections made to the Voucher Management System (VMS) are sufficient and the review is now considered closed. This was related to the random audit of our Housing Choice Voucher program.

### **V. REPORT OF THE EXECUTIVE DIRECTOR**

Mr. Welch summarized his report, including the HCV and ACOP proposed changes, the upcoming Portsmouth Listens sessions, potential upcoming projects, and the work that our Resident Services Department is doing for our residents.

### **VI. OLD BUSINESS**

No discussion

**VII. NEW BUSINESS**

**A. Resolution 2024-01: Write-off of 2023 Bad Debts**

**Commissioner Main motioned to approve Resolution 2024-01. Commissioner Griffin seconded the motion.**

Commissioner Griffin asked what our historical percentage of recovery has been. Ms. Labrie stated is minimal, unless individuals need housing, in which case they will reach out to us for a repayment agreement. The costs are mostly rent still owed after tenants move out and include the costs for PHA to repair/turn over the unit.

**The votes were as follows:**

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

**The motion passed.**

**B. Res. No 2024-02: Public Housing ACOP Update**

**Commissioner Main motioned to approve Resolution 2024-02. Commissioner Bergeron seconded the motion.**

Commissioner Main asked what the reasons are that an applicant would reject a unit more than one time. Ms. Pyke stated staff see many applicants reject multiple units because they are waiting for a particular property. The Public Housing properties (Gosling Meadows, Feaster, Margeson, Pleasant Street, State Street, Woodbury Manor) do not have separate waitlists for individual properties; it is only by bedroom size (ie Public Housing 1-Bedroom, Public Housing 2-Bedroom).

Regarding applicant income, Commissioner Bergeron asked if other Housing Authorities just use the current balance from the most recent bank statement. Ms. Gallagher noted that at least Dover Housing Authority does.

**The votes were as follows:**

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

**The motion passed.**

**C. Res. No. 2024-03: HCV Admin Plan Update**

**Commissioner Main motioned to approve Resolution 2024-03. 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		
Chair Ferrini		

**The motion passed.**

**VIII. OPERATIONAL REPORTS**

**Commissioner Bergeron motioned to accept the operational reports. 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		
Chair Ferrini		

**The motion passed.**

**IX. NONPUBLIC SESSION**

Commissioner Griffin motioned to enter Nonpublic Session in accordance with RSA 91-A:3, II(e). 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		
Chair Ferrini		

**The motion passed.**

**The Board entered Nonpublic Session at 2:35pm.**

Mr. Welch informed the Board of the status regarding the Banfield Road litigation.

**Commissioner Griffin motioned to exit Nonpublic Session. Commissioner Bergeron 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		
Chair Ferrini		

**The motion passed.**

**The Board exited Nonpublic Session and re-entered public session at 2:48pm.**

#### **X. COMMISSIONERS COMMENTS**

Commissioner Griffin commended PHA staff for having a great team. He attended the staff holiday party and felt very welcomed.

**XI. ADJOURNMENT**

**Commissioner Griffin 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 Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

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