

**MINUTES
FINAL
REGULAR MEETING
BOARD OF COMMISSIONERS**

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
February 14, 2024 – 2:00p.m.

Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

Also present: Executive Director Craig Welch, Finance Director Valerie Labrie, Attorney John Bosen, Operations Manager Mary Kelliher

Attorney Bosen joined the meeting remotely.

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Bergeron motioned to waive the reading of the minutes dated January 10, 2024 and accept as presented. Commissioner Griffin seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		Commissioner Rodenhizer
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Chair Ferrini		

The motion passed.

III. PUBLIC COMMENTS

There was no discussion.

IV. COMMUNICATIONS & CORRESPONDENCE

There was no discussion.

V. REPORT OF THE EXECUTIVE DIRECTOR

Mr. Welch summarized his report, including the progress of the Portsmouth Listens study circles and the work our Resident Services team has been doing. We are hosting additional Portsmouth Listens study circles at our PHA properties to include our residents' input in the final report.

Mr. Welch also informed the Board that the Historic District Commission has approved an HVAC project to install air conditioning for every unit at Feaster Apartments. Vertical stripes

will be seen on the exterior of the building to accommodate condensation lines. The project is funded by the NH Saves program and is a \$1.4 million project.

VI. OLD BUSINESS

There was no discussion.

VII. NEW BUSINESS

A. Resolution No. 2024-04: Acceptance of Community Development Block Grant Funds

Commissioner Griffin motioned to approve Resolution No. 2024-04. Commissioner Pickering seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

VIII. OPERATIONAL REPORTS

Mr. Welch pointed out that the waitlist report shows we have exceeded 1,000 total applicants, which demonstrates the need for housing in the community. The number will go down slightly in the spring when staff sends out the annual notice confirming whether applicants want to remain on our waitlists.

Commissioner Rodenhizer motioned to accept the operational reports. Commissioner Griffin seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

IX. NONPUBLIC SESSION

Commissioner Rodenhizer motioned to enter Nonpublic Session in accordance with RSA 91-A:3, II(a) to discuss personnel compensation. Commissioner Pickering seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

The Board entered Nonpublic Session at 2:35pm.

Commissioner Rodenhizer and Commissioner Pickering conducted a salary study and annual review for Executive Director Craig Welch in preparation for today’s meeting. Commissioner Rodenhizer outlined the findings, which included insight and positive feedback from all Commissioners.

Based on the findings in the annual review, Commissioner Rodenhizer and Commissioner Pickering recommended a 4% increase to his base salary, which is consistent with other Portsmouth Housing Authority employees, as well as a retention bonus of \$10,000 for his performance.

Commissioner Rodenhizer motioned to approve the annual review and compensation adjustment. Commissioner Griffin seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

Commissioner Rodenhizer motioned to exit Nonpublic Session. Commissioner Pickering seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		
Chair Ferrini		

The motion passed.

The Board exited Nonpublic Session and re-entered public session at 3:01pm.

X. COMMISSIONERS COMMENTS

There was no discussion.

XI. ADJOURNMENT

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

The votes were as follows:

AYES	NAYS	ABSTENTIONS
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

5/8/2024

Date