

MINUTES
FINAL
REGULAR MEETING
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
October 8, 2025 – 2:00 p.m.

Vice Chair Rodenhizer called the meeting to order.

I. ROLL CALL

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

Also present: Executive Director Craig Welch, Finance Director Valerie Labrie, Outreach Director Andrea Pickett, Operations Manager Mary Bartlett

Vice Chair Rodenhizer declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Bergeron motioned to waive the reading of the minutes dated September 10, 2025, and accept as presented. Commissioner Pickering seconded the motion.

The votes were as follows:

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

The motion passed.

III. PUBLIC COMMENTS

A. Public Hearing: PHA Annual Plan FY 2026 & 5-Year Capital Plan FY 2026

Mr. Welch handed out and summarized the Annual Plan for FY 2026 and the 5-Year Capital Plan.

There was no additional discussion.

Commissioner Bergeron motioned to approve the PHA Annual Plan FY 2026 and 5-Year Capital Plan FY2026-2030. Commissioner Griffin seconded the motion.

The votes were as follows:

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

The motion passed.

B. Public Hearing: PHA MTW Supplement to the Annual Plan

Mr. Welch distributed a copy of the MTW Supplement to the Annual Plan and summarized the key points.

There was no additional discussion.

Commissioner Bergeron motioned to approve the PHA MTW Supplement to the Annual Plan. Commissioner Griffin seconded the motion.

The votes were as follows:

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

The motion passed.

IV. COMMUNICATIONS & CORRESPONDENCE

There was no discussion.

V. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch introduced Olivia White, PHA's new Resident Services Director.

Mr. Welch summarized his report, including the state of federal funding.

Mr. Welch noted that the Guaranteed Maximum Price (GMP) was received for the housing project at 1035 Lafayette Road. Construction is expected to start in Q1 of 2026.

VI. OLD BUSINESS

A. Sherburne School Workforce Housing Development Update

After 2.5 years of work, PHA submitted the application for \$15 million in Low Income Housing Tax Credits (LIHTC). We are still in need additional funding commitments.

There are nine total applicants in this round. On or near November 13th, NH Housing's working group will make a recommendation to the multifamily committee (consisting of both staff and board) of NH Housing. That multifamily board will soon after determine whether to affirm that recommendation. The recommendation is then sent to NH Housing's board for review and vote at their December 15th meeting.

PHA staff will also submit an application for 4% LIHTC next week. That is a non-competitive process.

PHA staff have been asked to make a presentation at the Portsmouth Housing Committee's meeting on Thursday, October 16th.

PHA staff have been invited to a non-public session prior to the City Council's regular meeting on October 20th to discuss the status of the Sherburne School project and financing.

Staff will continue communicating updates with the City regarding the project.

VII. NEW BUSINESS

A. Review of 2024 PHA Final Audited Financial Statements

Ms. Labrie summarized the main points of the audit.

The Board will vote to accept the audit at next month's meeting.

VIII. OPERATIONAL REPORTS

Ms. Labrie summarized the main points in the financial reports.

Mr. Welch directed the Board to page 26 of the board packet, the Central Office Cost Center (COCC) budget to actual, and gave an explanation of the COCC. The PHA may use COCC funds for new housing development activities under a development services agreement with PHA Housing Development Ltd. PHA staff anticipates making a proposal to enter into such an agreement in the coming months in order to fund significant new housing development activity.

Commissioner Pickering asked if there is a limit to the percentage of funds from the COCC that can be used. Mr. Welch explained that there is guidance from HUD, recommending that we maintain at least four months' worth of reserves. Ms. Labrie stated PHA has between 4.5 to 6 months of reserves.

Commissioner Bergeron left the meeting.

**Commissioner Pickering motioned to approve the operational reports.
Commissioner Main seconded the motion.**

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed.

