

**MINUTES
FINAL
REGULAR MEETING
BOARD OF COMMISSIONERS**

**PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
November 12, 2025 – 2:00 p.m.**

Chair Ferrini 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

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Griffin motioned to waive the reading of the minutes dated October 8, 2025, and accept as presented. Commissioner Rodenhizer seconded the motion.

The votes were as follows:

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

The motion passed.

III. PUBLIC COMMENTS

There was no discussion.

IV. COMMUNICATIONS & CORRESPONDENCE

There was no discussion.

V. EXECUTIVE DIRECTOR'S REPORT

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

VI. OLD BUSINESS

A. Sherburne School Workforce Housing Development Update

Mr. Welch reported that tomorrow, November 13th, recommendations will be made to the multifamily housing committee at NH Housing regarding Low Income Housing Tax Credit awards and we will know about the status of our application submission.

B. Christ Church

Mr. Welch reported that we are working towards closing and noted that there is a lot of work still to do. The final liturgy is tonight. After tonight, the Christ Episcopal Church congregation will temporarily move its services to Emmanuel Lutheran Church.

C. 241 Middle Street Parking Lot

Mr. Welch will report any updates as needed.

VII. NEW BUSINESS

A. Approval of 2024 PHA Final Audited Financial Statements

Commissioner Main commended staff for their hard work and a clean audit. He pointed out to the Commissioners that Footnote 1 in the financial statements is a good general summary of the financials.

Commissioner Main motioned to accept the 2024 PHA Final Audited Financial Statements. Commissioner Rodenhizer seconded the motion.

The votes were as follows:

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

The motion passed.

B. Portsmouth Housing Authority 2026 Budget Presentation

Mr. Welch reviewed a memo from Accountant James Griffin from Gordon Griffin LLC regarding the PHA’s Central Office Cost Center (COCC) reserves and allowable uses. The funds in PHA’s COCC operating reserves are designated by HUD as non-federal in nature.

The memo confirms that the operating reserves of the COCC can be a source of funds for future development projects, if the Commissioners so wish to pledge some of these funds. At the December board meeting, the PHA Housing Development, Ltd. board of Directors may make a request of \$1,000,000 from the Portsmouth Housing Authority.

Ms. Labrie noted that a pledge of \$1,000,000 from the PHA COCC to the Ltd. would bring the PHA to 2.5 months of reserves in the COCC, which is fine in the accountant's opinion. Ms. Labrie reported that there is no limit, to our knowledge, to the amount of reserves we can have in the COCC operating reserves. There is also no minimum required amount of reserves for the COCC.

VIII. OPERATIONAL REPORTS

Commissioner Bergeron asked that the pre-development costs in the monthly financials be separated by property.

IX. ADJOURNMENT

Commissioner Rodenhizer motioned to adjourn the meeting. Commissioner Griffin seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Chair Ferrini		

Commissioner Griffin		
Commissioner Main		
Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed; the meeting adjourned.

Respectfully Submitted,

Craig W. Welch

Craig W. Welch
Secretary

Thomas G. Ferrini

Thomas G. Ferrini
Chair

Accepted by: Kara Rodenhizer
Vice Chair

12/10/25
Date