

MINUTES
DRAFT
REGULAR MEETING
BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
245 MIDDLE STREET, PORTSMOUTH, NH
March 11, 2026 – 2 p.m.

Chair Ferrini called the meeting to order.

I. ROLL CALL

PRESENT	LATE ARRIVAL	ABSENT
Chair Ferrini		Commissioner Bergeron
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, City Councilor Michelle Flynn

Chair Ferrini declared a quorum present.

II. READING OF MEETING MINUTES

Commissioner Main motioned to waive the reading of the minutes dated February 11, 2026, and accept as presented. Commissioner Pickering seconded the motion.

The votes were as follows:

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

The motion passed.

III. PUBLIC COMMENTS

There was no comment.

IV. COMMUNICATIONS & CORRESPONDENCE

The Executive Director reported on safety concerns regarding pull cords in apartments, explaining that while they provide some safety benefits, they do not connect directly to the fire department. He also noted that there are personal safety devices that may be covered by some health insurances such as Medicaid.

V. EXECUTIVE DIRECTOR’S REPORT

Mr. Welch summarized his report, including updates on the Christ Church and Sherburne School housing development projects.

PHA discussed challenges associated with compliance with the Build America Buy America (BABA) law due to federal funding requirements, which adds regulatory burden and costs. They are exploring alternatives, such as using the Affordable Housing Program (AHP) instead of federal HUD funds, though this could cause delays.

Mr. Welch discussed several capital projects, including a solar project at Margeson starting next week and a \$130,000 roof replacement at Betty's Dream, which was funded through the CDBG program.

VI. OLD BUSINESS

There was no discussion.

VII. NEW BUSINESS

A. Christ Church and Sherburne School CDFR Funding Sources Review

Mr. Welch provided updates on tax credit sales progress. PHA noted that while they are making good progress with commitments, they are seeking more referrals, particularly from local owner-managed businesses, as larger companies present decision-making challenges due to international structures.

B. Resolutions Authorizing MTW Funds / PBV Vouchers for Christ Church Workforce Housing Project

Commissioner Rodenhizer motioned to approve Resolution 2026-03, authorizing the use of Moving to Work (MTW) project-based vouchers (PBVs) to Christ Church Workforce Housing Project. Commissioner Griffin seconded the motion.

Mr. Welch noted that this would allow the PHA to dedicate more than the typical 20% of their total vouchers to specific projects.

The votes were as follows:

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

The motion passed.

Commissioner Main motioned to approve Resolution 2026-04, authorizing the commitment of MTW funds for gap financing in connection with the 1035 Lafayette Workforce Housing LIHTC Development. Commissioner Rodenhizer seconded the motion.

PHA staff explained that the Moving to Work (MTW) program allows greater funding flexibility, enabling the use of excess reserves for development purposes. The proposed transfer amount is up to \$1.2 million, contingent on HUD approval, and will not affect the required minimum 4-month reserve levels.

The votes were as follows:

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

The motion passed.

C. Leadership Transition

Chair Ferrini expressed gratitude to the PHA Board and staff for their collaboration during a period of significant growth for the organization. He is not renewing his term as board member, and therefore resigns from his role as a board member effective March 31, 2026.

VIII. OPERATIONAL REPORTS

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

The votes were as follows:

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

The motion passed.

IX. NONPUBLIC SESSION PURSUANT TO RSA 91-a:3, ii(a) – ANNUAL REVIEW OF EXECUTIVE DIRECTOR

Commissioner Rodenhizer motioned to enter nonpublic session pursuant to RSA 91-a:3, ii(a). Commissioner Griffin seconded the motion.

The votes were as follows:

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

The motion passed.

The Board entered nonpublic session at 2:54pm.

The Board conducted a performance review for Executive Director Craig Welch and discussed his compensation and achievements over the past year.

Commissioner Rodenhizer motioned to exit nonpublic session. Commissioner Griffin seconded the motion.

The votes were as follows:

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

The motion passed.

The board re-entered public session at 3:24pm.

Commissioner Rodenhizer and Commissioner Pickering served as the compensation committee and provided a comprehensive review and recommendation for the Executive Director's 2026 compensation. They recommended a 3.5% increase to his 2025 base salary, commensurate with most other PHA employees, retroactive to January 1, 2026.

Any portion of Mr. Welch's compensation exceeding the federal Level IV Executive Schedule salary limit, as established by the Office of Personnel Management (OPM) 2026 Executive Schedule pay tables, shall be paid from non-federal sources through PHA

Housing Development, Ltd. or other eligible non-federal funds, consistent with the January 31, 2025 letter from fee accountant James F. Griffin, CPA.

Commissioner Rodenhizer motioned to approve the recommended 2026 compensation adjustment for Executive Director Craig Welch. Commissioner Pickering seconded the motion.

The votes were as follows:

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

The motion passed.

X. ADJOURNMENT

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

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Chair Ferrini		
Commissioner Griffin		
Commissioner Main		

Commissioner Pickering		
Commissioner Rodenhizer		

The motion passed; the meeting adjourned.

Respectfully Submitted,

Craig W. Welch
Secretary

Accepted by: Kara Rodenhizer
Vice Chair

Date