

MINUTES
DRAFT
 REGULAR MEETING
 BOARD OF COMMISSIONERS

PORTSMOUTH HOUSING AUTHORITY
 160 COURT STREET, PORTSMOUTH, NH 03801
 April 8, 2026 – 2 p.m.

Vice Chair Rodenhizer called the meeting to order.

I. ROLL CALL

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

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

Vice Chair Rodenhizer declared a quorum present.

II. READING OF MEETING MINUTES

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

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Griffin		Commissioner Bergeron
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

III. PUBLIC COMMENTS

There was no comment.

IV. COMMUNICATIONS & CORRESPONDENCE

There was no discussion.

V. EXECUTIVE DIRECTOR'S REPORT

Mr. Welch reported that the first closing call for the Christ Church project at 1035 Lafayette Road is scheduled for today. The target closing date is end of April, with construction to begin shortly thereafter. PHA staff have successfully sold the remainder of the \$1.1 million NH Community Development Tax Credits awarded to the project.

Regarding the Sherburne School project, the anticipated closing target is December 2026, with construction beginning in 2027. After collaborating with NH Housing, staff confirmed allocation of funds for the project are from non-federal sources, and are therefore not subject to Build America, Buy America requirements.

There is \$77,500 remaining Community Development Tax Credits to sell for the Sherburne School project; PHA has been given an extension to complete these by end of June.

Mr. Welch reported that a new \$130,000 roof installation was recently completed, thanks to City of Portsmouth CDBG funding.

VI. OLD BUSINESS

A. Acceptance of LTD/PHA Development Services Agreement

Commissioner Bergeron motioned to accept the LTD/PHA Development Services Agreement as presented. Commissioner main seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

VII. NEW BUSINESS

A. Res. No. 2026-05: Authorization to Amend & Extend PBV HAP Contract – Atlantic Heights

**Commissioner Griffin motioned to approve Resolution 2026-05.
Commissioner Bergeron seconded the motion.**

Ms. Labrie noted that the contract extension term is 20 years. The contract is between the PHA (Section 8 operator) and Atlantic Heights Senior Housing Limited Partnership. The contract can be modified if circumstances change.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

B. Board Members

Elissa Margolin has been nominated by the Mayor for appointment to the vacant Portsmouth Housing Authority (PHA) board seat and is expected to receive approval at the City Council meeting on April 20. If confirmed, she will begin serving as a board member at the PHA monthly meeting on May 13. With Tom Ferrini’s term having ended in March, one of the two positions designated for PHA board members who also serve on the PHA Housing Development, Ltd. Board of Directors remains vacant. Once all six seats on the PHA board are filled, the board will proceed to elect the second PHA board member to sit on the LTD board.

Mr. Welch pointed out that since Tom Ferrini's term as a board member ended on March 31, 2026, the officer position of Chairperson is now vacant. Several tasks need to be completed to update the authorized signers in order to allow finance staff to complete upcoming AP check runs.

Commissioner Main motioned to nominate and approve Commissioner Kara Rodenhizer as Chairperson for the Portsmouth Housing Authority Board of Commissioners. Commissioner Bergeron seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

Commissioner Main motioned to nominate and approve Commissioner Michael Griffin as Vice President for the Portsmouth Housing Authority Board of Commissioners.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

VIII. OPERATIONAL REPORTS

Board members noted energy poverty concerns with utilities potentially consuming 15% of gross income.

Ms. Labrie noted an overall collection rate of 2.3% delinquency, which is well below the industry average of 4-5%.

Commissioner Main motioned to accept the operational reports.

Commissioner Bergeron seconded the motion.

The votes were as follows:

AYES	NAYS	ABSTENTIONS
Commissioner Bergeron		
Commissioner Griffin		
Commissioner Main		
Commissioner Rodenhizer		

The motion passed.

