

**MINUTES OF THE MEETING
of the
PORTLAND HOUSING AUTHORITY**

January 5, 2017

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 5:35 PM.

PRESENT	ABSENT
Shirley Peterson, Chairperson Evan Carroll, Vice-Chairperson Thomas Valleau, Commissioner Christian MilNeil, Commissioner Mariar Balow, Commissioner Siyad Ahmed, Commissioner Mark Adelson, Executive Director Jan Bosse, Director, Housing Services Trevor Nugent, Director, Public Housing Jay Waterman, Director, Development Richard Biggs, Acting Director, Facilities Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

Meeting opened with introductions by the PHA Board Members, PHA Staff, and representatives of the AVESTA Housing board. A brief review of the history between the two agencies was presented as a prelude to the presentation of the Mike Yandell Award to Portland Housing Authority by AVESTA Housing. The Board expressed their pride and gratitude in the receipt of such recognition with this award; the Executive Director commended his staff for the work behind the results that brought this accolade to the agency.

Amended agenda was distributed to the board members, including handout for the additional resolution added to the agenda. The Green Policy Update was tabled until the February meeting.

1. Resolution to approve the minutes of board meeting of Thursday, December 1, 2016.

Resolution # 2848

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of December 1, 2016, be and hereby are approved.

The above resolution was moved by Thomas Valleau, Commissioner, and second by Mariar Balow, and upon roll call, the ayes and nays were as follows:

AYES

Shirley Peterson, Chairperson
Evan Carroll, Vice-Chairperson
Thomas Valleau, Commissioner
Christian MilNeil, Commissioner
Mariar Balow, Commissioner
Siyad Ahmed, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Development Update:

Director of Development Jay Waterman updated board members on current projects. He started with 58 Boyd Street and reviewed the packet of information provided regarding project. Tax credits were not awarded this round (project was one point away from qualification). Mr. Waterman shared the scoring matrix with board members. Planning board approval will be needed in order for the project to get to the top of the list. Certified business friendly community was a common factor among the awardees in this round. The next round with MaineHousing is possibly happening in September. Federal HOME Loan Bank of Boston has awarded new monies for upcoming projects, with additional funding received for 58 Boyd Street. Bayside Anchor is in the process of being occupied (currently 6 residents have moved in). There are a few punch list items are still being addressed and these are expected to be wrapped up very soon. Permanent loan closing is expected in February. AVESTA Housing is handling the applicants for the vacancies. All units must be completely leased up by end of April per bank loan requirements; AVESTA is expecting units to be completely leased up by the end of February. Low income units are the ones currently occupied; market based rentals are not leased as of yet.

Multiple tax credit applications are limited to two per entity so it is possible to apply for the Front Street Redevelopment Project at the same time 58 Boyd Street Project is re-submitted. Zoning changes needed for both projects to move forward. Applications need to be in place to get in line in the Planning Board review. Rezoning application is looking to change definitions to increase number of units at Front Street to 100, by increasing the length of buildings, and number of units per building. Lot currently split by Presumpscott Street and this allowance is part of the rezoning. There is a neighborhood meeting being planned for Saturday January 28 at 11:30 AM at the Washington Gardens Community Room. Mr. Waterman shared Front Street packets with board members. As a final note, he mentions that City of Portland Public Works is moving to Canco Road so land is opening up in West Bayside that could be looked at for possible housing development.

3. Executive Director’s Report:

Mr. Adelson proceeded to update the board on the PHA’s Fair Market Rent Challenge filed with HUD. The agency has contracted with housing data company, prepared and sent out 30,000 surveys, and can report a great response that far exceeded the minimum requirement needed to complete the data requirement. HUD has received the data and is currently reviewing it. Our analysis looks promising but we need to wait for HUD’s response.

In other news, PHA website has been launched (today). He encouraged the board member to visit it. Mr. Adelson also pointed out the list of training sessions and conferences available to the commissioners as shared in their meeting packets. He ask board members to please review and advise if interested in attending. The Executive Director added he is planning on attending the DC and Chicago conferences.

Upcoming meetings dates were reviewed, including Finance Committee reminder with auditors. Audit reports were mailed to commissioners this week. The by-law review will be done over the next two board meetings. Chairperson comments she may be absent from February meeting; the Vice Chair confirmed he will be in attendance at the next meeting.

4. Public Housing Update:

Director of Public Housing Trevor Nugent reviewed the report included in the agenda packet. There is some lag time in Work Orders being marked as completed in the system so November numbers are still catching up in the system. The July through Oct numbers are a better reflection of what has been submitted and completed. Question asked concerning how many are open vs. what is closed (i.e. submitted vs. completed). Follow ups on completed Work Orders are being done weekly (five selected at random). Acting Director of Facilities Richard Biggs remarked that, on average, Work Orders are usually completed in five days. He also added that there are currently three open positions in maintenance that may have contributed to some delays on Work Order completion. Mr. Nugent proceeded to review the vacant unit/lease up report. Vacancy notices have increased at family sites are due to recent voucher awards. There has been a steady stream of vacancies at all the sites with turnover around 20 days for the larger units, 10 days for the smaller units. At some point, vacancies may be used to relocate Front Street for redevelopment but that is about 18 months out. Intake has been calling a higher amount of clients off the waitlist in advance of expected vacancies. Not all clients are eligible once called in. It takes time to process towards eligible status, usually over a month, with approximately 20% of call-ins qualifying as eligible. Generally, a landlord or background criminal check is what causes ineligibility.

5. Housing Services Update:

Director of Housing Services Jan Bosse reviewed the data included in the agenda packet. The latest statistics reflect a 95% lease up on vouchers issued. Usage is stable after increase in call-ins from the wait list. VASH numbers doubled with involvement of case managers. Good results are being seen on the new vouchers issued. Average for new movers is about 88 days. The rental market seems to have improved as we go into the new calendar year. Special vouchers are spread around southern Maine with a large amount in Westbrook. EOP (end of program participation) classification compared to lease ups shows a gain; the increase has been slow but steady. Extensions were granted for those who could not lease in the first three months and extensions have produced good results as well. Called back vouchers average 1 in 5 successful lease ups. Ms. Bosse also reviewed the data from the current statewide waitlist which is kept open. About half of those who qualify are disabled, based on the preferences indicated. Homeless vouchers have been very successful. She reviewed the VNED numbers at request of board members.

6. Finance Committee Report:

Finance Committee meeting was not held last month but expense report for November was provided in agenda packet. Year to date expense and income are on track. Expenses are lower than expected with some savings in administrative staff. The change implemented in maintenance materials expense tracking is working well. Large debt payments are being made in December (EPC related); an increase in overtime in maintenance and in S8 staffing is paying off. The next Finance meeting scheduled for January 17, 2017.

7. Resolution: Front Street Option Agreement

Development Director Jay Waterman explained the resolution as drafted by legal counsel before the vote. The entity is being created as a LP, similar to Bayside Anchor with PHDC as sole partner. Complete resolution as presented attached.

Resolution # 2849

Be it resolved by the Commissioners of the Portland Housing Authority that the Option Agreement to sell Front Street public housing property to Front Street Redevelopment LP, be and hereby are approved.

The above resolution was moved by Thomas Valleau, Commissioner, and second by Christian MilNeil, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Shirley Peterson, Chairperson
Evan Carroll, Vice-Chairperson
Thomas Valleau, Commissioner
Christian MilNeil, Commissioner
Mariar Balow, Commissioner
Siyad Ahmed, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

8. Resolution: Bayside Anchor Subleases

Mr. Adelson explained the resolution and discussed before the vote. The PHA rents the first floor so the agency needs authorization to sublease to other tenants i.e. Community Policing and Head Start. Complete resolution as presented attached.

Resolution # 2850

Be it resolved by the Commissioners of the Portland Housing Authority that as Lessee of the community facility space at Bayside Anchor Apartments, PHA is authorized to enter into subleases with the City of Portland Police Department and The Opportunity Alliance Head Start Program for use of community facility space in Bayside Anchor, be and hereby are approved.

The above resolution was moved by Thomas Valleau, and second by Christian MilNeil, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Shirley Peterson, Chairperson
Evan Carroll, Vice-Chairperson
Thomas Valleau, Commissioner
Christian MilNeil, Commissioner
Mariar Balow, Commissioner
Siyad Ahmed, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

9. Meeting adjournment

With no other matters to discuss, motion to adjourn moved by Commissioner Mariar Balow, and second by Commissioner Christian MilNeil.

With a unanimous vote, meeting ended at 7:07 PM.