

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

Thursday, January 16, 2018

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 5:35pm.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Mariar Balow, Acting Vice-Chair Christian MilNeil, Commissioner Tom Valteau, Commissioner Faith McLean, Commissioner (call-in) Mark Adelson, Executive Director Cheryl Sessions, Deputy Director Trevor Nugent, Director of Public Housing Jay Waterman, Development Director Larry Giddinge, Director of Finance Lourdes Alvarez, Administrative Support Specialist	N/A

**1. Resolution to approve resolutions regarding 58 Boyd Street Project**

Jay Waterman presented the resolutions for Board vote in regards to MaineState Housing Tax Credits Application. He reviewed the various resolutions approved in the past in regards to the project. Ratification and amendment is being presented for vote today. PHA selling to PHDC and PHDC is leasing to the partnership long term. Construction loan is being guaranteed by PHA and PHDC as required by Bangor Savings Bank. Performance Guarantee line of credit with the City of Portland and construction loan amount is being rounded up to 7 million (from 6.84). No HUD funds are being used as collateral for the loans. Resolution also gives Exec Dir authority to execute all legal docs.

In summary, the resolution approves the following for the development of the 58 Boyd Street Affordable Housing Project:

- Amended Option Agreement for the Sale of Real Estate
- Payment Guarantee for Construction Financing with Bangor Savings Bank
- Non-Recourse Financing in Compliance with HUD Regulations

Complete resolution attached.

**Resolution #2885**

Be it resolved by the Commissioners of the Portland Housing Authority that above attached resolution in regards to 58 Boyd Street Affordable Housing Project, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioner  
Faith McLean, Commissioner  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**2. Resolution: Approval to go into Executive Session under Title 1 MRS section 405(6)(D) to discuss personnel matters relating to union negotiations**

**Resolution #2886**

Be it resolved by the Commissioners of the Portland Housing Authority that the Executive Session be and hereby approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioner  
Faith McLean, Commissioner  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**3. Approval to Exit the Executive Session under Title 1 MRS section 405(6)(D)**

**Resolution #2887**

Be it resolved by the Commissioners of the Portland Housing Authority that the motion to end Executive Session be and hereby approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioner  
Faith McLean, Commissioner  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**4. Resolution to approve Collective Bargaining Agreement with AFSCME Council 93 for 2017-2020.**

Motion is on the table to approve the tentative collective bargaining agreement as discussed and agreed with AFSCME. Move to ratify tentative agreement reached with AFSCME Council 93 on 12/06/2017 as recommended by the Human Resources Committee and Director Mark Adelson.

**Resolution #2888**

Be it resolved by the Commissioners of the Portland Housing Authority that the Collective Bargaining Agreement with AFSCME Council 93 for 2017-2020, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioner  
Faith McLean, Commissioner  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**5. Amendment to PHA By-laws regarding commissioner attendance of board meetings.**

Executive Director Mark Adelson read amendment to board members as presented in agenda packet prior to the vote. During the discussion, clarification on language requested. The understanding is that no more than 3 excused absences are allowed in a given Fiscal Year, and no more than 5 absences total for calendar year. Excuses must be presented in advanced and approved by the chairperson. Phone and/or video attendance due to medical reasons would need approval by the Board. The minutes would be the record of attendance. After completing the discussion, decision is made to make changes to clarify intent of the amendment and present for final approval at the February meeting. Mr. Adelson also updated the board on the applications for the vacant commissioner positions currently under review by the City of Portland.

## **Auditor's Final Report for FY 17**

The final Auditor Report was presented by Mandy Heagy from *CliftonLarsonAllen* as summarized in PowerPoint presentation printout distributed at the meeting. She focused on the change in net cash position on the balance sheet. There was a net income increase of 1.1 million in the income statement. The largest increase was in the Housing Voucher Assistance and Payments. The additional HCVincome received, approximately \$143,000, will go into the administrative reserve, with funds still restricted for housing use. HAP has an appropriate trend and Public Housing also showed an increase in revenues.

She pointed out page 66 in the final report document as containing the Single Audit Report as required by HUD and federal regulations. A Management Letter was issued this year, regarding accrual of expenses when contracts are invoiced outside proper Fiscal Year. GASB has regulations that required depreciation associated with proper Fiscal Year charges but the EPC projects caused some disruption in proper entry of expenses due to payment schedule. (EPC depreciation estimated at approximately 1 ½ years of service). She also addressed question in regards to deferred inflows/outflows of funds in comparison with the previous year's comparison, which she explained were offset by pension contributions and predicted future payments. Pension program reporting is being conservative at this time.

## **Executive Director's Report**

### **Development Update**

Mr. Waterman summarized the application to MaineState Housing and reminded the Board of the earlier discussion of the resolution approved at the beginning of the meeting. As previously reported, the Front Street Redevelopment Project was determined to be over budget at the last planning meeting so the project is under review for design changes to reduce the per unit cost overrun. The redesign and financing will also be reviewed with MaineHousing for guidance in next steps to move forward the project forward. Utile is currently working on the architectural redesign for presentation to the Board in the near future. The City of Portland has been very supportive and is willing to provide funding to close the financial gap.

### **Procurement Update**

Mr. Adelson shared recent procurement activity as presented in the chart distributed in the meeting agenda packet, including all bids in progress and currently in the planning stages. Cheryl Sessions offered clarifications on specific projects and where they stand in the procurement process. A new snow plow operator was contracted for this season. Avesta Housing will be the managers of the new 58 Boyd development. A new mowing contractor was signed on for the upcoming season. The legal services contract is in its final stages of completion.

### **Finance Committee Report**

Mark Adelson reviewed the Income and Expense report for November 2017 with the Board as the Finance Committee meeting was originally scheduled for tonight. The next meeting is scheduled for Feb 20, 2018.

To end, Mr. Adelson reminded the board of the next meeting scheduled for Thursday, February 1<sup>st</sup>.

With no other business to attend, motion to adjourn the meeting is moved by Commissioner Tom Valleau, and second by Commissioner Christian MilNeil. With a unanimous vote, the meeting is adjourned at 7:30 PM