

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

Thursday, February 1, 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 Valleau, Commissioner (call-in) Mark Adelson, Executive Director Cheryl Sessions, Deputy Director Jay Waterman, Development Director Jan Bosse, Director of Housing Services Linda Ballew, Special Programs Manager Trevor Nugent, Director of Public Housing Emily Mancini-Fitch, Resident Services Manager Joni Boissonneault, FSS Manager Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

**1. Public Comment**

A resident from Harbor Terrace expressed resident’s concerns regarding the broken window incidents that have been occurring in recent weeks. As a retired registered nurse, she is concerned that residents who suffer from insomnia and walk around the building at night could get hurt by the broken glass or the bricks suspected of being used to break the glass. She has encountered scenes of broken glass outside the building. This is a safety issue and it is affecting residents’ emotional health. She suspects that the culprit may be living on her same floor and fears for her safety. Trevor Nugent shared what is being done to resolve this issue. The Portland Police is very involved in the resolution of this issue. Additional security cameras are being installed to include all stairwells, elevators, and common areas. Suspects are being narrowed down as the investigation progresses. Residents need to speak up if breakage is observed. He recommends let the office staff know of any broken glass so it can be properly picked-up. A security company has been contracted to provide security guards for daily rounds to increase safety. Current schedule is 5 pm to 7:30 am.

**2. Resolution to approve the minutes of the regular board meeting of December 7, 2017.**

**Resolution #2889**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of December 7, 2017, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Mariar Balow, Commissioner	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**3. Resolution to approve the minutes of the special board meeting of January 16, 2018.**

**Resolution #2890**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the special meeting of January 16, 2018, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Mariar Balow, Commissioner	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**4. Executive Director’s Report**

Mark Adelson started his report with an update on the commissioner’s vacancies. Nominations are in and under review by the Portland City Council. Vote is expected on February 21 for the two nominees: Robyn Tucker as Resident Commissioner, and housing professional Kristin Bloom as Commissioner. He expects to introduce them to the Board at the next scheduled meeting on March 1.

Jay Waterman presented his Development Update. He met with the staff from Maine Housing development and construction divisions to discuss the 58 Boyd and Front Street projects moving forward. On the 58 Boyd Project, operating expenses are being reduced to allow for more debt to be carried from Maine Housing. The partner loan can be reduced to \$100,000 and maintain the current evaluation points score level. Two additional points can be gained in the total development cost per unit by not including the commercial space in cost (\$170,000) and deferring 25% of total developer or forgo as a loan to the project to be paid with cash flow produced by the project financing. The cost per unit is adjusted to \$194,755 which is below the threshold of \$195,000. He reviewed the balance of the funding shown in the handout distributed at the meeting. On the Front Street Project, a redesign is being worked on to reduce the cost per unit cost and in the process create a design that will properly fit the neighborhood. The tax application will be completed for submission in August 2018. Homeownership may be considered as part of the project, in partnership with KeyBank who would provide mortgages to first time buyers, with approximately 15-20 townhouses to be available.

Resident Services' Emily Mancini-Fitch and Joni Boissonneault updated the Board on the grant applications being submitted. The applications are geared towards securing funding for various programs in Resident Services. She reviewed the handout distributed to the Board summarizing the proposed grant application, including funding already awarded and funding being applied for. There is a possible FSS program expansion through the John T. Gorman Foundation which could potentially bring additional HUD funds to the agency. The goal is to be able to provide more support to families at PHA.

Mr. Adelson concluded his report reminding the Board of the upcoming Finance Committee meeting on February 20 and the next Board meeting on March 1. Commissioner Thomas Valleau advises he will not be able to attend the next meeting. The chair accepted his excused absence.

## **5. Operation Reports**

Director Trevor Nugent presented the Public Housing Quarterly Operations Report. He reviewed the report provided in the meeting agenda. There are currently 15 vacant units, spread across the agency developments. Turnover of units is taking just under a month to complete. Deputy Executive Director Cheryl Sessions mentioned plans improve monitor and tighten the turnover schedule with a senior maintenance staff person overlooking work order assignments. She is looking into using handheld devices to improve turnaround time with work orders. They are expecting three new assistant maintenance technicians starting in the next couple weeks. Mr. Nugent continued his report mentioning that approximately 40% of the most recent group of waitlist call-ins qualified, with no homeless preference given at this time since currently housed clients with homeless preferences sits at 81%. The amount of work orders in developments seem to be correlated with the number of bedrooms in a unit. To end his report, he report on the REAC scores, which were lower than expected. In AMP 2, 25 units were sampled, with 26 points lost from a total of 40. To improve on next year's score, staff may be increased to create maintenance turnover teams and service teams. Also, having a safety committee to walk through properties to look at life and safety items and enable the Agency to resolve them quickly. Tighten the communication between Housing Quality inspector and maintenance to take care of any items that need to be placed on a work order. Property Managers will then review inspection reports to see if any items noted are violations that need to be issued to the tenant.

The Housing Choice Voucher report was present by Director Jan Bosse and Manager Linda Ballew. They reviewed the quarterly HCV report included in the agenda packet. They summarized the client losses and gains during the last quarter: one home owner client was gained plus two MOD clients and a pair of VASH vouchers housed, one port out absorbed by another agency, and only one vacancy in Loring House. Ms. Bosse summarized the status of the shortfall, which started in May 2017, with no one taken off the program or losing assistance, but 75 vouchers not used were rescinded. Lease ups are down due to the combined effect of EOPs (end of participation) and the shortfall holds. The good news is that HUD has recommended restarting the issuing and the process of lease ups. There are 75 rescinded clients who will be the first to have vouchers re-issued before pulling again from the waitlist. So an increase in vouchers is expected in the coming calendar year. The shortfall voucher pullback did exactly what was intended and balanced the HCV budget. The last statewide waitlist purge was completed; the list went down to 16,000 applicants with 3,400 eligible for PHA.

## **6. Finance Committee Report**

Mr. Adelson reviewed the financial report with the Board. The last committee meeting was held in November 2017. Dwelling rent is up creating an income uptick for the current fiscal year. Expenses are down but an increase is expected in utilities with the recent Dec/Jan cold snap. Final loan payments for the year are still pending. The net income and expense expectations are on track. He also reviewed the end of FY 17 report after audits. Net income was higher than expected which places the agency in a good position for upcoming administrative expenses.

## **7. Amendment to Board of Commissioners By-Law**

The resolution was tabled at the last Board meeting in order to revise the amendment on meeting attendance as discussed. Mr. Adelson summarized the changes as discussed and presented the revised amendment to the Board by-laws concerning attendance. Question was asked regarding language included in the state statute prior to the vote.

### **Resolution #2890**

Be it resolved by the Commissioners of the Portland Housing Authority that the amendment to the PHA By-laws regarding Commissioner's meeting attendance, be and hereby are approved.

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

#### **AYES**

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

#### **NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

With no other business to attend, motion to adjourn the meeting is moved by Commissioner Christian MilNeil, and second by Chair Shirley Peterson. With a unanimous vote, the meeting is adjourned at 6:53 PM