

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

Thursday, March 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 5:38pm.

PRESENT	ABSENT
Shirley Peterson, Chairperson Mariar Balow, Acting Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commissioner Faith McLean, Commissioner (call-in) Robyn Tucker, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Director Jay Waterman, Development Director Jan Bosse, Director of Housing Services Lourdes Alvarez, Administrative Support Specialist	Tom Valleau, Commissioner

Mark Adelson, Executive Director, introduced the newly appointed commissioners to the Board. Kristin Blum has a long career in affordable housing, working for several housing authorities. Robyn Tucker had previously served as a Commissioner. Her last term ended about five years ago.

1. Resolution to approve the minutes of the regular board meeting of February 1, 2018.

Resolution #2891

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of February 1, 2018, be and hereby are approved.

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

AYES

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

NAYS

None

Chairperson declared said motion carried and said resolution adopted. Commissioners Kristin Blum and Robin Tucker abstained from the vote.

2. Executive Director's Report

Mr. Adelson opened his report with a reminder of the upcoming one-day Commissioner's training in Brewer ME, hosted by the Maine Association. Registration is now open (Kristin Blum, Faith McLean, Shirley Peterson, and Mariar Balow all expressed interest in attending) and details will be distributed via email.

Development Director Jay Waterman proceeded to present the Development Update. The redesign buildings and units in the Front Street Project are in the works; the City of Portland and the neighborhood liked the building design but we are working with the architect to consolidate to reduce costs. One building may be offered for home ownership, and the balance for rental housing. The project may increase the number of units from 99 to 112, and neighbors may find ownership to be attractive. The homeownership units may be 12-15 townhouse units on Illsley Street. The City of Portland is in partnership with KeyBank to offer 1st time home buyer mortgages, with favorable terms to interested, qualified clients. None of the buildings will have basements and the soils are being cleaned up on the site. The 4/5 bedroom units are driving the cost up but if the number of 4/5 bedroom units are reduced, not all the families would be able to come back to Front Street. The Board expressed concerns with the housing needs of the larger families and that it should be a priority to be able to offer the larger units. Some families have already requested to relocate to Riverton Park and/or Sagamore Village where the current stock of large units are available. Family interviews are currently ongoing and will be going on through March. It's hoped the information gathered will allow designers to create the right unit mix for the development. The Board again expressed concerns regarding the inventory of larger units which needs to increase, not decrease. Jay mentions that the number of available 3-bedroom units is doubling in the current design. The waitlist was also reviewed for 4-5 bedroom unit requests and there are about 25 to 30 families waiting for openings. He also stated that the amount of handicap units will increase but total number will be adjusted based on needs and the minimum amount required by MaineHousing. We are looking into financing the complete project in one phase under the 7% LIHTL program versus the 9% LIHTL program which is competitive. Also, a TIF application is being submitted to the City of Portland for a 75% tax reduction over 30 years. Sidewalk, water drainage, and other details in public right of way is being researched for possibly the City of Portland incurring the costs or the cost being paid through CFP funds before transfer of the property from PHA to PHDC. Application is in for the Brownsfield EPA monies and the Federal Bank of Boston has already awarded 4 million dollars to the project. Application is in place for CBDG funds (for \$250,000). Bath Savings is providing the low interest loan (3.5 million) at 4%.

At 47-49 Boyd – 9 unit PHDC property – the city inspector and code enforcement officer recently noted many safety violations that need to be focused on. Mr. Adelson added that the building needs works and it would take 30 to 40 thousand dollars to complete the code renovation work required. This has moved the building up in priority on the renovations schedule. One unit was completed renovated after a recent vacancy but all the units need work. Jay will look into an RFP for supportive housing from MaineHousing to fund some of the work required.

Mr. Adelson proceeded to remind the Board of the upcoming Finance Committee meeting on March 20 and the next Board meeting on April 5. He mentions that the Human Resources Committee may need to meet soon as the Teamsters union has come to an agreement on the contract. It is on par with the

AFSME contract agreement. He also noted that a new Payroll and Benefits Administrator has been hired after the previous staffer holding the position retired after 32 years.

3. Finance Committee Report

Mr. Adelson reviewed the monthly income and expense report with the Board as presented in the meeting agenda. Expenses are below anticipated levels year-to-date, while revenue is higher than anticipated. Net income is tracking ahead of the budget so the agency is planning on starting some maintenance vehicle replacements (three vehicles a year). The priorities are the dump truck, the 15 passenger bus, and one truck that just lost its transmission. The Transits were excellent investments and have done well as maintenance vehicles. He clarified that the funds would come from Operations, not CFP. To date, the heating costs have been low considering the cold winter snaps this season.

Ms. Sessions reviewed recent procurement activity. The Head Start contractor has signed the contract so the project is starting up soon. The goal is for project to be completed in Riverton Park by Sept 2018. She is researching funding for the lift needed for the 2nd floor. She added that the Sagamore Village Study Center will move into former Head Start space. This will allow the current location to be renovated back into a residential unit.

4. Annual Agency Plan

The PHA Annual Agency Plan is currently in the 45 day review period. The plan was presented to the Resident Advisory Board and a public hearing is scheduled at the end of month, to receive feedback as required by HUD. Once this process is complete, the plan will be submitted to HUD by mid-April, after it is presented in its final form to the Board in the April meeting for approval.

Mr. Adelson proceeded to review the Plan's table of contents and what is included in the draft, including all the required narratives. This is considered an annual extension of the 5-year Plan submitted in 2015. The Agency is currently in the 3rd year of the 5 year plan. Ms. Sessions reviewed the changes in the ACOP (Admissions and Continued Occupancy Policy). Provisions are being added concerning applicant eligibility if adequate landlord references are weak and the criminal background will be considered for suitability. She reviewed the new air conditioning (A/C) policy, geared towards conserving resources and alleviating safety concerns. The grievance process is also being updated to allow for notices to be sent prior to final decisions when unfavorable information is gathered from a background check. The update also addresses how hearings will be handled by the PHA staff. There is removal of language concerning drug paraphernalia and items were added in the smoke free housing regulation to include the use of water pipes and hookahs, as required under federal regulations. E-cigarettes are currently not included in the list but may be discussed in the future. Finally, the addition of a required orientation meeting to be completed by the head of household prior to tenancy lease up, to review proper tenant responsibilities and behaviors with future residents and families.

Director of Housing Services, Jan Bosse, reviewed the changes in the HCV Admin Plan (Section 8 voucher program). Almost all changes are required by HUD, under federal regulations that change annually. She highlighted the important changes in the management of the S8 vouchers administration

and reviewed the implementation of the changes in the preferences that had been previously approved by the Board. These changes had not been implemented due to the HCV vouchers short-fall and the need to rescind vouchers that were not leased up. Another major change is in regards to FEMA issued mandates to allow for relocation of residents from natural disaster areas. The updated language allows the program to issue vouchers in cases related to VAWA or domestic abuse. Another change updates the way assets are verified. She reviewed the definition of a student and criteria for independent students, and establishing how a client who qualifies for a voucher is defined (for example, vulnerable youths). In regards to inspections, Ms. Bosse reviewed life threatening conditions and the list HUD has made available of items that need to be remedied within 24 hours of an inspection. She also explained the change in regards to lead poisoning in children, specifically on how to get information on lead levels in bloods of young children from the state of Maine. She clarifies that a unit needs to pass inspection before a HAP contract lease is signed. New forms have been provided by HUD to assist in the emergency transition of families due to abuse. Also, the payment standard will not be reduced as long as contract remains in effect when the Rental Payment standard is reduced during the contract period due to the issue of HUD's annual change.

Mr. Adelson reviewed the required narratives, including the Deconcentration Policy, the Demolition and Disposition, and the conversion to RAD. A RAD letter of intent will be submitted in the near future to get in the queue. He touched on the HCV usage plan and the renovation of Public Housing units. He reviewed the goals in comparison with last year's submittal; The Agency is currently a Public Housing standard performer and an S8 high performer. He reviewed the current utility consumption at the agency. Bus pass use by residents is up to 85 out of the goal of 100. Finally, he reviewed the usage of some of the other services provided to residents.

Ms. Sessions reviewed the CFP budget planning for the next year, indicating priority projects and other project place holders. Franklin Towers needs an elevator replacement and the engineering process to replace it has started. Roof Repairs are planned on Franklin Towers, and possibly Harbor Terrace. Dumpster pads are being updated. The Maintenance building (117 Anderson) needs a new ramp and roof. Some exterior repairs are planned for Washington Gardens and Sagamore Village, continuing foundation work as well as roofing repairs. Paving of parking lots will continue at Riverton Park circles. As mentioned before, some of the budgeted monies are place holders while priorities are being evaluated and set, to allow for and complete REAC immediate fixes.

Question was asked regarding the next possible site Board visit so a meeting needs to be planned for either a Kennedy Park/Bayside visit or a revisit of Washington Gardens.

With no other business to attend, motion to adjourn moved by Commissioner Mariar Balow, second by Commissioner Robyn Tucker.

With a unanimous vote, the meeting is adjourned at meeting ended at 7:26 PM.