

MINUTES OF THE MEETING
of the
PORTLAND HOUSING AUTHORITY

Thursday, April 1, 2021

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd, Portland, Maine, via Go-to-Meeting. Upon roll call, quorum is declared. Meeting called to order by Kristin Blum, Vice-Chairperson at 5:33 PM

PRESENT	ABSENT
Robyn Tucker, Chairperson Kristin Blum, Vice-Chairperson Luisa Deprez, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner Cheryl A. Sessions, Executive Director Jay Waterman, Real Estate Development Director Brian Frost, Asset Manager Lourdes Alvarez, Admin Support Specialist	N/A

1. Resolution to approve the minutes of the Board meeting of March 4, 2021

Resolution #3084

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of March 4, 2021 be and hereby are approved.

The above resolution was moved by Kristin Blum, Vice-Chair, and second by Luisa Deprez, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

- Robyn Tucker, Chair
- Kristin Blum, Vice-Chair
- Luisa Deprez, Commissioner
- Christian MilNeil, Commissioner
- Monique Mutumwinka, Commissioner
- Shirley Peterson, Commissioner
- Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

2. Finance Committee Report

Christian summarized the meeting, reporting on a review of the minutes. He mentioned the Cares Act funding continues being used to pay staff salaries, so operating expenditures are on track and maintenance costs are low due to only emergency repairs work is being performed. Supply costs are higher due to high costs in the supply and demand of construction materials.

Resolution #3085

Be it resolved by the Commissioners of the Portland Housing Authority that the Finance Committee minutes of March 16, 2021, be and hereby are approved.

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

AYES

Robyn Tucker, Chair
Kristin Blum, Vice-Chair
Luisa Deprez, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

Resolution #3086

Be it resolved by the Commissioners of the Portland Housing Authority that the Income & Expense Report for the period ending February 28, 2021, be and hereby are approved.

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

AYES

Robyn Tucker, Chair
Kristin Blum, Vice-Chair
Luisa Deprez, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

3. Executive Director's Report

Cheryl spoke of the work being done by the PR firm and wants to get Board feedback on the work highlighted in the press. Tom wants to know the objective of these services. Initially was to get ahead of the news and bringing positive light to the agency. It helped manage communication about the developments and go beyond the work of our partners. The press releases have been used to apply for grants, award acknowledgements, and raise awareness of the role the agency has in the development projects area. It gets the word out to city officials and citizens on how funding brought in is being spent. Luisa said its been extraordinary to see the work of the agency in the press and the issues around housing. It improves the image of Public Housing in the eyes of the public. It allows the readership to know what the agency does and care about it. Cheryl added it allows for staff to be recognized for their hard work and improve morale among the staff. Tom asked if media relations have been cultivated and Cheryl said that she has had Leah do an interview which worked well in bringing recognition to some of our partners. Any pitches to the media are being done through the PR firm. Tom adds not to underestimate the power of the voice of the ED. Luisa has connections for various op-ed columns in the area that could highlight housing issues. Discrimination and vouchers is an issue that Cheryl would like to address. Monique suggests the use of social media to create positive news on the agency.

Cheryl pointed out the last changes in the agency plan since it was presented last month. The revisions were added to draft and was presented to residents and public hearing (which no one attended). Draft is presently ready for approval and submission to HUD. There were questions from the RAB meeting that were included in the final draft.

Question on grievance hearings – were changes included concerning the discretion of the agency to have a virtual meeting. (under Exhibit 14).

The next question was the definition of a live-in aid and agency follows HUD definitions in the process of determining family unit size. This person is autonomous and does not affect the income of the household. Cheryl does not know how many live-in aids are currently in the system.

Resolution #3087

Be it resolved by the Commissioners of the Portland Housing Authority that the 2021 PHA Agency Plan, as revised, be and hereby are approved.

The above resolution was moved by Kristin Blum, Vice-Chairperson, and second by Christian MilNeil, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Robyn Tucker, Chair
Kristin Blum, Vice-Chair
Luisa Deprez, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Cheryl proceeded to the Approval of the 2021 Capital Fund – this is the clean copy and it may continue to change as expenditures are adjusted with the property conversions. Washington Gardens closed last Thursday and went to record on Tuesday as some documents had to go to Boston for HUD signature.

What is a HUD BLI? It's a budget line item

Christian asked that if agency gets CFP windfall for monies for infrastructure and will agency be able to spend these capital funds? Cheryl says we could do a RAD depending on the repairs that can be done. There are other conversion programs depending on the number of units left in Public Housing Program, but it would be a matter of being strategic in the process. There is still room for improvements at RP with possible day care or teen center.

Resolution #3087

Be it resolved by the Commissioners of the Portland Housing Authority that the 2021 PHA Capital Fund Plan, as presented, be and hereby are approved.

The above resolution was moved by Kristin Blum, Vice-Chairperson, and second by Luisa Deprez, Commissioner, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Robyn Tucker, Chair	None
Kristin Blum, Vice-Chair	
Luisa Deprez, Commissioner	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

4. Development/Redevelopment Update

Jay Waterman mentions the closing of Washington Gardens which means 10% of the public housing stock has been converted. In the closing, monies were paid back for redevelopment costs, EPC payouts, and management fees, for a total of approximately 1 million dollars.

Renovations at Washington Gardens will be completed in five phases – 20 units at a time. He commended the team effort among the staff to get the tenant relocations and conversion done.

Front Street may be ready for closing in May. Construction costs are going up; lumber prices spike about 50% due to supply chains. Current costs estimates should be in by next week. This will require us to go to MaineHousing to request a cost cap waiver due to the increase of materials and construction costs. Some of the site work may start before the closing, in a process similar to the prepurchase of materials that was done prior to Washington Gardens project closing. The building foundation work may start early at Front Street. The Brownsfield work is just about done.

Portland Builders was asked for a cost estimate on the Harbor Terrace renovations and they were 3.5 million over budget. The scope is still being defined and the breakdown of costs is being shown by division, with the goal of keeping it under 15 million dollars. Most of the high costs is from the mechanical work for the new ventilation system, electrical systems, and building façade. Some capital work may be done prior to doing the tax credit conversion. The bathrooms in the units are currently a pod put in place, so it would need to be cut away to complete the upgrade which is a key piece of the domestic water upgrade. The debt load support will be based on the cash flow which is estimated at 12-14 million. There is no planning board approval for the outer building work, and it would need to comply with the new green regulation in City of Portland.

The Riverton Park Project is moving forward with the feasibility of the Circle 1 construction. Monique will be joining the team meeting next week, as part of the design process. The updated project was presented to the Resident Advisory Board, which was well attended and provided good feedback. The project still needs to go back to the City of Portland for approvals.

The resolution to be approved tonight is the updated resolution from the one approved for the SAC application. Jay reviewed the amended resolution for the Riverton Park Project. The acquisition costs include the payoff of EPC loans. Revisions have been discussed with HUD and an amended SAC application will be submitted so the current application is being treated as a draft.

Resolution #3088

Be it resolved by the Commissioners of the Portland Housing Authority that the amended Riverton Park Renovation Project, as presented, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner, and second by Luisa Deprez, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

Robyn Tucker, Chair
Kristin Blum, Vice-Chair
Luisa Deprez, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

Tom shared the thought of the President sharing the monies being allocated to affordable housing and how does may change our RAD plans, but this new initiative should not stop us from our current path.

Luisa wants to know about the agency connection with the new city transportation plans (Metro). Cheryl has received some emails about it and Jay mentioned that Tyler has been going to the meetings for the past year.

Cheryl mentions the need for an HR committee meeting to discuss union contract negotiations and present the plan to meeting with a diversity policy consultant. She proposed several dates and the meeting is scheduled for 5:30 PM on April 28.

7. Adjournment

With no other business on the agenda, Commissioner Luisa Deprez moved to adjourn the meeting and was second by Commissioner Christian MilNeil.

Meeting adjourned at 6:38 PM