

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

Thursday, April 5, 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 5:40pm.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Mariar Balow, Acting Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commissioner Robyn Tucker, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Director Jay Waterman, Development Director Trevor Nugent, Director of Public Housing Cindy LaRochelle, Payroll and Benefits Manager Linda Ballew, Housing Programs Manager Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

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

**Resolution #2892**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of March 1, 2018, 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:

**AYES**

**NAYS**

Mariar Balow, Commissioner  
 Kirsten Blum, Commissioner  
 Christian MilNeil, Commissioner  
 Robyn Tucker, Commissioner

None

Chairperson declared said motion carried and said resolution adopted. Commissioners Shirley Peterson and Tom Valleau abstained from the vote.

## **2. Executive Director's Report**

Executive Director Mark Adelson opened his report with news from Sagamore Village. Construction on the new Hall School has begun with prep work; building expected to be demolished right after the end of the school year. Also, the gas lines are being replaced in conjunction with work being done to run a new line to the new school building. All work should be by the end of the summer. He proceeded to report on the prep work being performed for the upcoming REAC inspections in AMP 3 (Front Street and Washington Gardens) on April 16 and 17. The grounds will be tough to prep as it continues to snow, in combination with the spring thaw. He mentioned the appointment of Mr. Dan Brennan as Executive Director at MaineHousing. He also announced that PHA will be receiving a Commitment to Service Award from Community Financial Literacy, to be presented on May 8th. PHA has been partners with the organization since the beginning and the award is a reflection of the great partnership through the years. Finally, the agency was asked to participate in the Climate Action Planning process with the Cities of Portland and South Portland – the City Council will be appointing Cheryl Sessions as the agency representative.

## **3. Development Update**

Development Director Jay Waterman started his report with the 58 Boyd Street project announcing the approval of the tax credits application. The building design is moving forward in earnest, getting close to receiving the final set of plans to go into the project bid. The design architect is CWS in Portland. The plan is to present the final design to Finance Committee or Board meeting in about 6 to 8 weeks. The loan closing is projected for the end of December but would like to see it finalized by end of October in order to keep the winter construction costs down. AVESTA Housing will be managing the building for the first couple of years and discussions have started in regards to an operating budget, and 100% of developer fee will be paid to PHDC.

He moved on to the Front Street Redevelopment project. The conceptual design is being worked on by the architects and currently working on the financing with 4% tax credits from MaineHousing. Design renderings to be presented to the Board in the near future. The application for Federal HOME funds will be completed in the next month. Research is being performed concerning the City of Portland's Right of Way as a way to reduce costs in areas such as sidewalks, etc. with in-kind services by the City of Portland. The information gleaned from current resident interviews, has shown that the major concerns are parking, laundry, and storage.

In regards to 47-49 Boyd Street, work is being done in response to recent city inspections, addressing identified health and safety issues. Starting to look into a more comprehensive redesign, including availability of CDBG monies and lead paint remediation monies from the City of Portland. Generally, the amounts are \$10,000/unit for lead; \$15,000 for CDBG funding. Mr. Waterman is also reaching out to MaineHousing to see if they have funds for this smaller scale project. Design development is considering a mix of units for the building, split between HCV program and affordable housing plus some market rate units to offset costs.

He also mentioned the possibilities of 14 Baxter becoming a development opportunity. Research is being currently looked into for a possible office relocation in order to renovate or redevelopment the building and lot. The project plan is for PHDC to purchase a building and lease to PHA.

Commissioners suggest looking into USM's master planning but it is noted that the boundary of their master plan is across the street on Forest Avenue.

#### **4. Upcoming meetings and reminders**

Mr. Adelson proceeded to remind the Board of the upcoming Finance Committee meeting on April 17 and the next Board meeting on May 3. Commissioner Valleau requested excused absentee from May 2018 meeting and chair has approved the request. The next Board meeting may be an off-site meeting at Kennedy Park/Bayside; confirmation of location will be sent out by email. Mr. Adelson introduced Cindy LaRochelle, Payroll and Benefits Administrator who was hired after the previous staffer holding the position retired.

#### **5. Finance Committee Report**

Mr. Adelson summarized the materials provided in the meeting agenda. A healthy bottom line is expected by the end of the fiscal year, so plans are being formulated to spend funds for vehicle and server upgrades. The HUD budget for FY18 has been released and currently is reflecting more funding than expected. That being said, the released federal FY19 budget has cuts and there may be a rollback on the FY18 funding. He added that the rent income has increased and considering it's the end of the winter, gas and electric utility costs are still below the projected budget amount. Mark expected to present the draft budget for FY19 to the Finance committee in May, with the goal to present it to the Board at the June meeting. Deputy Executive Director Cheryl Sessions proceeded with the Procurement Update as presented at the committee meeting, specifically on the new cameras being installed in Harbor Terrace, the elevator work in Franklin Towers, and work starting in Riverton Park. The broken window situation appears to have ended and are now considering if the security patrol can be cut back once the security cameras come online. Vehicle expenses were reviewed with the goal to start Phase 1 of maintenance vehicle replacements (3 planned starting next fiscal year).

#### **6. Resolution to approve the 2018 Annual Agency Plan**

Mark reviewed the contents of the agency plan as presented to the Board in the March 2018 meeting, including draft edits incorporated into final HUD submission, as required. The Director of Public Housing, Trevor Nugent, summarized the changes incorporated into The Admission and Continued Occupancy Plan (ACOP). He added that an RFP was issued for Mental Health Services to provide clients with case management services to insure they transition well into public housing. Also, a required new tenant orientation will be implemented in cooperation with New Mainer Program. They will meet with new residents to help them through the expectations of leasing housing. Finally, he reviewed the A/C policy changes for all developments. The language on the smoke free policy was updated to include smoking hookas as required by HUD. The grievance procedures have been updated in accordance with HUD policy. Housing Services Manager Linda Ballew reviewed the changes to the HCV Administrative Plan Program as proposed for submission to HUD. The waitlist preference will be changed to allow for local preference and rent burden weight in the ranking structure. During the housing process, assets under \$5000 do not need to be validated as it does not affect the income qualification of the client. The Board and staff discussed and clarified the preference order for eligibility. The updated point system for preferences will be presented to the Board once the determined weighted numbers are assigned. She added that the language defining an independent student was

updated as per HUD definition and the classification of troubled youths coming out of foster care to better serve them. A list of life threatening items was added to clearly define health and safety issues, as well as to reflect updates on the regulations concerning children's lead levels in blood. She added that HCV inspections need to be passed yearly in order to participate in HCV program, and VASH vouchers can be reassigned as situations arise based on the VAWA statement. Finally, the payment standards will not be lowered during the term of a lease or if the client renews lease in the same unit; it would apply only to new lease ups that occur after the change.

Board members asked questions regarding the included narratives – specifically in regards to RAD plan for Sagamore Village. Mr. Adelson explained that the narrative is a place holder for possible future projects; an intent letter was submitted to HUD to get PHA on the list of potential RAD projects.

Prior to the vote, Board brought up point of discussion on the 5-year old goals listed in the plan. These were reviewed as a follow-up check that the agency goals are on track. Green policies need to move towards improving transportation for residents. More grant funding needs to be sought in order to provide more services to residents. For next five year plan goals, a Board retreat will be planned. Budget planning time would be a good instance to revisit these goals. Board would also like to know if we have any stats on FSS program graduates. Mr. Adelson will check with Joni Boissonneault on possible gathering of requested data as new software being implemented may start tracking those figures and agency's COMPASS involvement is helping to provide services beyond the FSS program.

**Resolution #2893**

Be it resolved by the Commissioners of the Portland Housing Authority that the 2018 Annual Agency Plan, 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:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Commissioner	None
Mariar Balow, Commissioner	
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**7. Resolution to approve the 2018 Capital Fund Program**

Resolution to approve the 2018 Capital Fund Program: Cheryl Sessions summarized the monies being set aside for projects at the various AMPs. She reviewed the projects being planning in the next year. Soft costs on A&E are expected to be high in the next year due to elevator replacement at FT. Budget

also includes monies that go into Operations. There are place holders for many items foreseen in work and repairs.

**Resolution #2894**

Be it resolved by the Commissioners of the Portland Housing Authority that the 2018 Capital Fund Plan, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Commissioner	None
Mariar Balow, Commissioner	
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**8. Resolution to go into Executive Session to discuss matters related to union contracts and amendments to non-union staff policies**

**Resolution #2895**

Be it resolved by the Commissioners of the Portland Housing Authority that the motion to go into Executive Session, 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:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Commissioner	None
Mariar Balow, Commissioner	
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Meeting goes into Executive session at 6:50 PM  
Meeting exited Executive session at 7:08 PM

**9. Resolution to approve the Collective Bargaining Agreement with Teamsters Local 340 for 2017 to 2020**

**Resolution #2896**

Be it resolved by the Commissioners of the Portland Housing Authority that the Collective Bargaining Agreement with Teamsters Local 340 for 2017 to 2020, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Commissioner	None
Mariar Balow, Commissioner	
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**10. Resolution to approve the amendments to Non-Union Personnel Policy related to provision of health care insurance and salary grades**

**Resolution #2897**

Be it resolved by the Commissioners of the Portland Housing Authority that the amendments to the Non-Union Personnel Policy, 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:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Commissioner	None
Mariar Balow, Commissioner	
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

With no other business to attend, the Chair adjourns meeting at 7:15 PM.