

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

Thursday, April 6, 2017

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 5:35 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Evan Carroll, Vice-Chair Siyad Ahmed, Commissioner Mariar Balow, Commissioner Christian MilNeil, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Jay Waterman, Development Director Trevor Nugent, Director, Public Housing Jan Bosse, Director, Housing Services Richard Biggs, Acting Director, Facilities Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

**1. Resolution to approve the minutes of the regular board meeting of March 2, 2017.**

**Resolution #2855**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of March 2, 2017 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  
 Evan Carroll, Vice-Chair  
 Siyad Ahmed, Commissioner  
 Mariar Balow, Commissioner  
 Christian MilNeil, Commissioners  
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

## **Executive Director's Report**

### **1. Development Update**

Director of Development Jay Waterman began his report with an update on Bayside Anchor. A Pro Tour is scheduled for tomorrow to visit the site. The closing on permanent financing loan is expected to be completed in approximately 10 days. An errors and omissions claim was going to be filed in regards to the ADA bathroom issues during construction but the decision to not to go forward has been made. The architect has offered a settlement that includes donating \$5,000 to a project of our choice, and offered a \$10,000 credit in architectural work on future project. They have also hired Alpha One to avoid ADA issues in the future. The settlement was presented and discussed at the last Finance Committee meeting and the recommendation was to accept the offer. Question asked on rentals update: Affordable units in Bayside Anchor should be completely leased up by end of May.

Mr. Waterman continued his update report with the 58 Boyd Street project. The plans are waiting for the City of Portland to decide on zoning changes regarding Division 30 incentives, which also include project planning for Front Street. Concerns regarding having families on the upper floors of a mid-rise building design are being addressed, including the suggested addition of active areas surrounding the buildings. There is \$4 million grant and lower interest financing riding on the affordability so any changes made need to be in the confines of the financing requirements.

Executive Director Mark Adelson continued his report with an explanation of the Fair Market Rents. He pointed out that the Payment Standards have been increased following HUD's approval of our data challenging the original 2017 HUD Fair Market Rents (FMRs). The new increased FMRs make it more attractive to rent to voucher holders and voucher utilization is expected to increase. Regarding project-based vouchers (PBVs), the contract for 30 PBVs at Houston Commons should be finalized by the end of the month.

Mr. Adelson shared a note received from Mr. Carhart who emailed Mark regarding an 1865 news article on housing discovered during his historical research. The official opening event of Bayside Anchor is being organized by AVESTA Housing on June 7 at 5 PM. He added that a mailing list being developed for the event and for continued future use by the agency. Upcoming NERC-NAHRO conference event date is shared with the board and the commissioners were encouraged to attend as it is happening locally at the Samoset Rockland in Maine. In 2018, the agency will reach the 75<sup>th</sup> anniversary of its creation. He asked for ideas regarding how to celebrate the milestone. Recommendation is to create a committee of board members plus staffers to plan on how to tell the story of PHA. Approved by-law books made available to the board members.

In other news, Preble Street contacted the PHA with a new proposal to join them and other partners in applying for a housing grant that focuses on homeless opiate addicts and high frequency users of the shelter. The agency may consider using available vouchers from the 40-voucher set aside for homelessness. Mr. Adelson finalized his report reviewing the dates of upcoming meeting; Finance Committee on April 18 and next board meeting on May 4 to be held at Harbor Terrace.

## **Finance Committee Report**

Commissioner Christian MilNeil reviewed the Income & Expense Report for March 31, 2017 as provided in agenda packet. He mentioned the new lease with Verizon for a cell tower on Harbor Terrace. Summary of RAD discussion was presented with the suggestion to submit a letter of intent to HUD for the conversion on some of the properties. This is considered prudent to get in the queue so the agency can be ready when the opportunity arises. Discussion ensues on the HUD Moving to Work program participation in the future.

**2. Resolution to approve the 2017 Annual Agency Plan.**

Mr. Adelson did a basic review of the major changes in ACOP and Admin Plan prior to the board vote. He pointed out the narratives in the plan and the progress report from the past 5-year plans. The Annual Plan needs to be submitted 75 days prior to start of next fiscal year. The Capital Fund is due by the end of June, once the Federal budget is determined. He reviewed the revised ACOP draft presented, including the criminal activity language and background checks changes; and capping the homeless preference received by applicants to no more than 75 units at all developments to manage issues more efficiently. Rules were added regarding the use of Tenant Council funds. Administrative Plan changes were also reviewed regarding the criminal activity wording changed to disruptive activity and the process to review each case by case before terminating eligibility. The primary discussion focused on the new preference for rent burden and the impact on current public housing tenants.

**Resolution #2856**

Be it resolved by the Commissioners of the Portland Housing Authority that the 2017 Annual Agency Plan, with amendments, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Evan Carroll, Vice-Chair	
Siyad Ahmed, Commissioner	
Mariar Balow, Commissioner	
Christian MilNeil, Commissioners	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**3. Resolution to approve the 2017 Capital Fund Plan and 5-Year Action Plan.**

Summary pages included in the agenda packet reviewed by the Mark. The same baseline is being used since the budget monies have not been yet approved at the federal level. He reviewed the priority projects included in the plan. Revisions need to be submitted for changes and additions to previous year planning. He summarized the costs of future projects in the 5-year action plan.

**Resolution #2857**

Be it resolved by the Commissioners of the Portland Housing Authority that the 2017 Capital Fund Program and 5-Year Plan, as presented, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Evan Carroll, Vice-Chair  
Siyad Ahmed, Commissioner  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioners  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Question on Franklin Towers Fire Alarm Control Room Project answer by Richard Biggs; he reviewed with the board what the City of Portland has requested for fire control room and being able to communicate verbally with unit residents on evacuation orders.

**4. Resolution to approve Lease Agreement with Verizon Wireless.**

Mr. Adelson reviewed the provided table in the agenda packet in regards to the lease cost increases as proposed by Verizon Wireless to install equipment on the Harbor Terrace Roof. The first term is 5 years, with the option of four (4) additional 5-year terms. Finance Committee reviewed it and concluded it is a good income opportunity. The building’s roof has already been certified as sound to accept the equipment.

**Resolution #2858**

Be it resolved by the Commissioners of the Portland Housing Authority that the Lease Agreement with Verizon Wireless for the purpose of locating cell tower equipment on the roof of Harbor Terrace, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Evan Carroll, Vice-Chair  
Siyad Ahmed, Commissioner  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioners  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**5. Resolution to move next month's board meeting to Harbor Terrace.**

**Resolution #2859**

Be it resolved by the Commissioners of the Portland Housing Authority that the monthly meeting scheduled for Thursday, May 4, 2017 be held at Harbor Terrace, 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**

Shirley Peterson, Chairperson  
Evan Carroll, Vice-Chair  
Siyad Ahmed, Commissioner  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioners  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**6. Resolution for approval to enter Executive Session under Title 1 MRS Section 405(6)(D) to discuss Labor Contracts.**

Executive session called at 7:06 PM.

**Resolution #2860**

Be it resolved by the Commissioners of the Portland Housing Authority approval to enter Executive Session under Title 1 MRS Section 405(6)(D) to discuss Labor Contracts, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
Evan Carroll, Vice-Chair  
Siyad Ahmed, Commissioner  
Mariar Balow, Commissioner  
Christian MilNeil, Commissioners  
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Meeting adjourned at 7:25pm