

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

May 4, 2017

The meeting of the Portland Housing Authority was held at Harbor Terrace Community Room, 284 Danforth Street, Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 6:44 pm.

PRESENT	ABSENT
Shirley Peterson, Chairperson Mariar Balow, Commissioner Christian MilNeil, Commissioner Thomas Valleau, Commissioner Mark Adelson, Executive Director Richard Biggs, Acting Director, Facilities Emily Mancini-Fitch, Resident Programs Manager Joni Boissonneault, FSS Program Manager Lee Silva, Housing Officer Donna Neault, Office Assistant, Harbor Terrace Lourdes Alvarez, Administrative Support Specialist	Evan Carroll, Vice-Chair Siyad Ahmed, Commissioner Faith McLean, Commissioner

The board meeting was preceded by a meeting with the residents of Harbor Terrace at 5:30 pm.

1. Resolution to approve the minutes of the regular board meeting of April 6, 2017.

Resolution #2861

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of April 6, 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
 Mariar Balow, Commissioner
 Christian MilNeil, Commissioner
 Thomas Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

2. Development update

Executive Director Mark Adelson presented the Development update. The Front Street project has a neighborhood meeting scheduled for May 18th at 6:30 PM to be held at the Presumpscot School. Letters are being mailed out on Friday May 5th. Regarding the 58 Boyd Street project, a request has been placed with the City of Portland to purchase the small land strip between 58 Boyd Street and the community garden, where the former Head Start Playground was located. The goal is to make the parcel more useful for the new development. Mr. Adelson attended a meeting to discuss the proposed changes to the State of Maine Tax Credit Application regarding the scoring system. He was very pleased with the proposed changes in regards to the High Opportunity Areas. Construction at the Hall School has started; there were concerns regarding truck traffic going through Sagamore Village, which are to be discussed at a May 11th preconstruction meeting to be attended by PHA representatives. A safety plan will be presented that will direct truck traffic down Taft Street and turning onto Purchas to keep them away from the children's play areas.

3. Operations update

Director of Public Housing Trevor Nugent reviewed the occupancy turnover, vacancies, and units being renovated as presented in the report chart provided for the period ending on March 31, 2017. The goal is to keep turnovers at an average of 20 days for the year. It will not be achieved this year due to the extraordinary number of vacancies. He also reviewed the number of waitlist call-ins and new lease ups. There are eligible participants on list waiting for openings to move into units. Mr. Nugent completed his report with a review of the work order numbers by property. It was noted that the City of Portland is initiating a 'preparathon' with various community partners to sign up for emergency alerts. Harvard Pilgrim reached out to the AMP 4 Property Manager to plan a volunteer day, with 5-hour projects being completed at Sagamore Village and Riverton Park.

Mark Adelson proceeded to present the report of the HCV Program as of March 31, 2017. The total voucher pool PHA is currently working is 1947; 1869 voucher holders have been housed; 139 new holders are still looking for housing to lease up. The utilization is increasing and is expected to reach a 97% usage by end of calendar year. Project based vouchers are included in the 184 count. He pointed out a newspaper article in this morning's Portland Press Herald featuring the 30 project-based vouchers issued at Huston Commons. The current average number of days for lease up is 104. VASH vouchers are averaging 229 days. End of Program Participants numbered at 32.

4. Finance Committee

Christian MilNeil reviewed the report included in the meeting agenda. The budget is healthy and tracking well for utility expenses considering we are at the end of heating season. The design review for 58 Boyd St was discussed with architects at the meeting. The discussion focused on the ground floor layout and how it will interact with neighborhood to be welcoming and accessible. Where families will be housed was also discussed, with possible stacking of similar size units in the design. The agency is still looking at purchasing a lot from city to improve the space availability for the ground level design. The scholarship fund proposal was presented and decisions were made about reallocating extra monies to the fund. They looked specifically at the cell phone tower lease income on HT but HUD may not allow.

5. Resolution: Approval of Application/Acceptance of United Way Grant

Joni Boissonneault presented the memo enclosed with agenda packet explaining the United Way Thrive 2017 Grant and the purpose for the applications. The monies allocated would serve adult services in the FSS program (the ROSS serves current Public Housing families). The current grant is coming to an end and is currently providing for 11 hours of services. The grant was written together with Emily Mancini-Fitch, in collaboration with the Study Center Programs, with the plan to extend hours to 15 hours a week, and increase the ability to perform workshops in finance, programs to complete GED, among other services. Funding would go through Dec 2018 if awarded.

Resolution #2862

Be it resolved by the Commissioners of the Portland Housing Authority that the application and possible award acceptance of \$86,777 in grant funds from United Way of Greater Portland to be expended over eighteen months for the purpose of expanding family case management services to Housing Choice Voucher Program participants, be and hereby are approved.

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

AYES

NAYS

- Shirley Peterson, Chairperson
- Mariar Balow, Commissioner
- Christian MilNeil, Commissioner
- Thomas Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

6. Study Center Update

Ms. Fitch shared some of the summer plans for the Study Centers. There is no soccer planned as the contract expired and was not renewed. Americorps volunteers will be running the centers this summer, with scheduling based on resident needs and filling any gaps. CHEETA program plans to run as well. Scholarship applications are due on May 15th. Mr. Adelson has a meeting planned with KeyBank next week to discuss various ideas on how to increase scholarship funding. Emily finished her report with sharing plans to create a multilingual pamphlet for residents that will foster improvements in the recycling program participation at the developments.

7. Plans for Annual Meeting

Mr. Adelson asked the board to discuss preferred date for the Annual Meeting being planned for July 6 or July 13. Majority agrees to keep meeting on first Thursday of month (July 6), so there is no need to call for a resolution to vote for a special meeting.

Motion to adjourn meeting moved by Christian MilNeil, Commisioner, and second by Mariar Balow.

Meeting ended at 7:23 PM