

MINUTES OF THE MEETING
of the
PORTLAND HOUSING AUTHORITY

Thursday, May 6, 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 5:37 PM.

PRESENT	ABSENT
Robyn Tucker, Chairperson Kristin Blum, Vice-Chairperson Luisa Deprez, Commissioner Christian MilNeil, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner Cheryl A. Sessions, Executive Director Brian Frost, Deputy Executive Director Jay Waterman, Real Estate Development Director Lourdes Alvarez, Admin Support Specialist Jennifer Dick and Sam Lowry, Union Stewards	Monique Mutumwinka, Commissioner

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

Resolution #3090

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of April 1, 2021 be and hereby are approved.

The above resolution was moved Tom Valleau, Commissioners, 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
 Shirley Peterson, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Finance Committee Report

Christian summarized the meeting. Items discussed were:

- The annual year end audit for Bayside Anchor which is the first year of PHA management. Surplus will be given back to tax investors but the plan in the future is to not end the year in surplus. Because of Covid-19 and all the efforts put into compliance and leases up at transfer of management, some of the things we had planned.
- Construction costs keep increasing, especially lumber, it being reflected in the Front Street Project. Recommendation is to adjust PHDC loan amount to 1.5 million. Monthly income and expense report tracking for about 2 million surplus and income is tracking well. Dwelling rent income is ahead of budget.
- The solar energy agreement was discussed, members supportive but had questions about the process.
- Luisa asked about the vacancy rate during this period. Cheryl says vacancy rates were low because units were being held for relocation.
- The Cares Act Funds were drawn down for salaries so the surplus will be in operating funds. Funding was spent in technology for staff to be able to work from home (like DocuSign, FileVision, laptop purchases, etc). Surplus will be going to reserves but will come back out to upgrade systems, like new phone system and other technologies.

Resolution #3091

Be it resolved by the Commissioners of the Portland Housing Authority that the Finance Committee minutes of April 27, 2021 and the Income & Expense Report for period ending March 31, 2021, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner, and second by Kristin Blum, Vice-Chair, 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
Shirley Peterson, Commissioner
Tom Valteau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

3. Executive Director's Report

Ms. Sessions announced that Asset Manager, Brian Frost, was promoted to Deputy Executive Director. Lourdes Alvarez is moving to a position at the Washington Gardens which just converted to Tax Credit. The new Executive Assistant is Elaine [Charette] who comes with experience as an executive assistant at a law firm. A Housing Officer, Michelle Laxson, is moving to the Resident Transition Specialist as the position was recently vacated.

Cheryl is working on a plan to get offices safely re-opened. Work is being done to accommodate a service kiosk and a pass thru window at 14 Baxter Blvd reception to allowed for limited access for residents.

The Racial Equity Commission report was shared by Christian and a few excerpts were shared for discussion. Board would like to know if the commission has asked for comment or if Cheryl is open to sharing comments with the City and the committee. Kristin expressed disappointment on the Committee not reaching out to PHA and thinks PHA should be considered as a stake holder in these matters. Improvements on zoning and rental programs mentioned. Christian interjected the role of community policing in our properties should be reviewed, including our agreement with Portland Police. A healthy community policing relationship allows for buildings to not be classified as "unruly" and Cheryl is closely monitoring the relations the agency has with our community policing liaisons. Christian expressed concern with one beat cop that is part of the Bayside area. Cheryl shared that she is always mindful that the relationship with police and residents be positive and that if it were not she would be the first to take action, as she has done with our own security guards and contracts in the past. Does the Board want to have a special meeting to discuss the equity issues? The report is being shared with all Board members to plan on a later time to write an agency wide statement. Cheryl added that this was the committee's final report.

She ended her report with the operations reports, starting with the Voucher program and where the program currently stands and what monies are expected to be received from HUD. She updated the Board on the VASH program. Resident Services received the \$239,250 ROSS grant and the KeyBank \$10,000 Scholarship Grant. Tom would like to acknowledge the gentleman who donated \$5,000 for scholarship work and for Cheryl to thank KeyBank for their grant. She mentioned the Solar Energy agreement being discussed, and the positions being filled at the agency are already in the budget.

LIPH program has vacancies due to unit holds for relocations. She also mentioned the tentative agreement for the unions and will be going into executive sessions to discuss and then vote on agreements.

As part of her report, she presented the recommendations for the Project Based RFP issued and the recommendation is for 30 vouchers to be issued to two projects: A CHOM project at 91 Winter Street and the project at 73 Winter Street (the old Mercy Hospital site).

Kristin asked for a detailed scheduled of vouchers (PBVs) available for PHA future use.

Resolution #3092

Be it resolved by the Commissioners of the Portland Housing Authority to award 30 Project Based Vouchers (PBV) pursuant to RFQ No. Q21002 as follows, be and hereby are approved.

Community Housing of Maine (CHOM) for Winter Landing, a new development of 52 total units located at 91 Winter Street, Portland, Maine. CHOM requests 15 of the available PBVs for seniors 62 and over.

Community Housing of Maine (CHOM) for Equinox, a new development of 41 total units located at 73 Winter Street in Portland, Maine. CHOM requests 15 of the available PBVs for families.

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

NAYS

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

None

Chairperson declared said motion carried and said resolution adopted.

Cheryl proceeded to present the Resident Services grants that need Board approval. The ROSS Grant for \$239,000 and the PHA Scholarship Grant from Key Bank for \$10,000.

Resolution #3093

Be it resolved by the Commissioners of the Portland Housing Authority the acceptance of the funding awarded for the Ross Grant for \$239,000, and the PHA Scholarship Grant from KeyBank for \$10,000, be and hereby 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

NAYS

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

None

Chairperson declared said motion carried and said resolution adopted.

4. CES Maine Renewable Energy Services

Cheryl presented a quick report summary. Mr. Valleau expressed his appreciation for the work behind the report. Christian will vote in favor but still has some questions on the agreement he will ask over email. Brian Frost mentioned that solar energy is very predictable and can exceed on some months but if property were to come offline, no credits would be produced. Its approximately 0.07/kilowatt hour on the 463 MWh estimate. This will also depend on the HydroQuebec project outcome. Mr. Frost added that he is looking into a residential agreement which is more flexible and does not require the 20-year commitment or is tied to size of the project. Cheryl added that the 70% was already calculated and that is the output being purchased.

Resolution #3094

Be it resolved by the Commissioners of the Portland Housing Authority the approval for PHA to engage CES Maine Renewable Energy Services to assist in purchasing sufficient outputs of a Solar production facility to meet 70% of the commercial energy needs of PHA and its related entities and subsidiaries (estimated to be 463 MWh) and to identify and negotiate opportunities for PHA and said entities to sell the related Renewable Energy Credits (RECs) associated with such activity as PHA shall find desirable from time to time, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioners, 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.

5. HR Committee Report

Cheryl reported that the Human Resources Committee. The committee briefly met to discuss the recent promotion of Brian Frost to Deputy Executive Director and the results of the Union

negotiations, especially with reference to the mediation of the expired contract with ASFME and the negotiation of a three year agreement in the coming year.

Resolution #3095

Be it resolved by the Commissioners of the Portland Housing Authority the approval to go into Executive Session under Title 1 MRS section 405 (6)(D) to discuss personnel, 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>
Robyn Tucker, Chair	None
Kristin Blum, Vice-Chair	
Luisa Deprez, Commissioner	
Christian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Board entered Executive session at 6:29 PM and exited at 6:50 PM

6. Union Contract Approval

Resolution #3096

Be it resolved by the Commissioners of the Portland Housing Authority the approval of Collective Bargaining Agreement with AFSCME 2020-2021 contract for a 2% COLA retroactive to July 1, 2020 for only currently employed staff, extend time to spend accrued vacation time, and no change to Health Care; all other terms remain the same, 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:

<u>AYES</u>	<u>NAYS</u>
Robyn Tucker, Chair	None
Kristin Blum, Vice-Chair	
Luisa Deprez, Commissioner	

Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

Resolution #3097

Be it resolved by the Commissioners of the Portland Housing Authority the approval of Collective Bargaining Agreement with AFSCME for the Term 2021-2024 Collective Bargaining Agreement will be amended as follows:

a. Wages

- i. Year one - all staff will be paid \$1 more per hour.
- ii. Year two – custodians will be paid \$1 more per hour and all other positions will be paid \$.50 more per hour.
- iii. Year three - custodians will be paid \$1 more per hour and all other positions will be paid \$.50 more per hour.

b. Vacations- the one-year provision that allowed staff to buy back up to ten days of vacation that couldn't be used to the virus is deleted.

c. Health Insurance

PPO 500 will become the “house plan” which means that PHA’s dollar contribution for health insurance will be based on PPO500 premiums and staff can use those dollar amounts if they want to choose other insurance coverage (either POS A that is more expensive than PPO500 or PPO2500 that is less expensive). PHA will continue to fully fund the HRA for single coverage under either PPO and for dependent coverage under PPO500 and will continue to fund half of the HRA for PPO2500 dependent coverage. PHA will continue to pay the following percentages for PPO500 coverage:

Single – 95%

Employee with Child – 65%

Employee with Spouse or Family – 55%

The change is that for staff who elect coverage under the higher premium POSA plan, PHA will only contribute what it would have paid if they had elected PPO500 coverage. Staff may also elect the lower premium PPO2500 plan, which means they will not pay any premiums for single coverage (and will pay less than they currently pay for dependent coverage under PPO2500). Basically, health insurance doesn't change for the staff who want to stay on PPO500 – for those who don't, they will now pay more for POSA or will now pay less for PPO2500.

PHA Agrees to fix the premium amount for the members for the term of the contract for the House plan, therefore the same amount paid to maintain the house plan shall be paid on the plan of the employee's choice.

APPENDIX A

2021-22 HOURLY CLASSIFICATIONS	2022-23 HOURLY WAGE RATE	2023-24 HOURLY WAGE RATE	2023-24 HOURLY WAGE RATE
Lead Technician	\$25.42	\$25.92	\$26.42
Maintenance Technician	\$24.33	\$24.83	\$25.33
Assistant Maintenance Technician II	\$20.34	\$20.84	\$21.34
Assistant Maintenance Technician	\$20.13	\$20.63	\$21.13
Custodian	\$14.64	\$15.64	\$16.64

Cheryl Sessions is Authorized to finalize final terms.

The above resolution was moved by Luisa Deprez, Commissioner, 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
 Shirley Peterson, Commissioner
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

4. Development/Redevelopment Update

The Washington Gardens development project closed in March 2021, and construction on Phase I has started. Relocation plan is being worked on for Phase II. There have only been some minor change orders so far.

At Riverton Park, the circle 1 redevelopment is being looked at, with plans for a new building to bring the unit count up to 55 units, A resident meeting is being planned at end of May at an outdoor location to follow state COVID guidelines. Building 5 is being looked at as a service

row and design work is in progress, including work with the City on change of zoning in order to add the new building.

At Harbor Terrace, energy modeling and design work is being done to comply with greening compliance. Designers are looking at improving the exterior of the building and submit plans to the Planning Board.

The 337 Cumberland project is moving along with design and YFO is going ahead with their fund raising and going very well. Potential closing of Jan 2022 for this project.

The Mercy Project is currently going through the planning board process. The Winter Street buildings are linked to the process in order to move the project forward. A meeting is being planned with RedFern and the City of Portland. We are also negotiating with the Portland Water District on the water and sewer separation project.

Planned closing for Front Street Phase 2 is probably at the end of May. A unit cost waiver has been submitted to MaineHousing and approval looks favorable. Lumber pricing has been the big cost at the Front Phase 2 project. He reviewed sources and uses for the loans and financing for this project on the Proforma. The tax credit investment will be working towards the financing of the project. A 5% rate will be paid back via cash flow. He reviewed the payback schedule for the loans. Maximum price amendment guarantee has been approved with MaineHousing and are waiting on agreement with Zack Construction. It will involve a limited Notice to Proceed to allow for purchase of materials. (utility work, foundation work, etc.). The closing is expected by early June. Jay presented the resolutions summary and actual resolutions as included in Board materials. He highlighted the key pieces of the resolutions, including major changes. The sponsor loan changed. RBC required a letter of credit for the developer fee (\$400,000). Bath Savings is requesting a \$400,000 cash deposit to issue the letter. 50% can be withdrawn when construction is halfway done and completely withdraw at end of the project. Monies are coming from the State Street reserves as PHDC does not have that cash available. He proceeded to review the resolution details. Federal funds (HUD monies) are not part of the guarantees. 40 PBVs are assigned to the project.

Resolution #3098

Be it resolved by the Commissioners of the Portland Housing Authority to reaffirm previous resolutions and the approval of the conversion of Front Street Phase 1 from Public Housing to a LIHTC property and the associated financing needed for the conversion, 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:

<u>AYES</u>	<u>NAYS</u>
Robyn Tucker, Chair	None
Kristin Blum, Vice-Chair	
Luisa Deprez, Commissioner	

Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

Jay presented the Standard RBC resolution for the Front Street Redevelopment Project, which declares PHA as an affiliate guarantee and is a requirement of the limited partner.

Resolution #3099

Be it resolved by the Commissioners of the Portland Housing Authority to approve the RBC declaring PHA as an affiliate guarantor to the limited partnership for the Front Street Phase 1 Project, 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
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

7. Adjournment

The next Board meeting is scheduled for June 3, 2021. With no other business on the agenda, Chair Robyn Tucker moved to adjourn the meeting and was second by Commissioner Shirley Peterson.

Meeting adjourned at 7:26 PM