

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

Thursday, May 7, 2020

The meeting of the Portland Housing Authority was held at the Portland Housing Authority, 14 Baxter Boulevard, Portland, Maine, and remotely via Go-to-Meeting. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Vice-Chairperson. Meeting opened at 5:35 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Robyn Tucker, Vice-Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Tom Valteau, Commissioner Cheryl A. Sessions, Executive Director Jay Waterman, Director, Real Estate Development Trevor Nugent, Director, Property Management Leah Bruns, Director, Voucher Programs Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Chairperson

**The Vice-Chair opened the floor for public comment by George Rheault, a resident from the Bayside area.**

Mr. Rheault wanted to share before the Board comments in connection with the Youth and Family Outreach Project. He had seen the project information on the PHDC newsletter issued last winter and attended a Bayside Neighborhood Association meeting that had a presentation on the planned project. Director of Real Estate Development Jay Waterman responded to his query. Mr. Waterman shared that the development agreement was signed within the last 30 days. The area outreach was guided by the City Council and the presentation to the Bayside Neighborhood Association. Jay shared that most of the feedback was positive but there were concerns expressed by residents on how close the location was to the Preble Street Resource Center. Conceptual designs and renderings are not available yet. It may be a couple of weeks before the project application goes to the Planning Board. Neighborhood meetings will be planned as the project moves forward.

There is no connectivity planned on Harbor Terrace project with Commercial Street. Mr. Waterman added that single family homes are most of the structures on Salem Street and the street has a deep drop onto Commercial Street. The intersection of Salem and Orange may have parcel carved out for some additional housing and changes are planned on the Danforth Street entrance of Harbor Terrace. The Board suggest the agency needs to show interest in preserving the public right of way in the area of the planned Veterans clinic.

Mr. Rheault thanked the Board for the opportunity to listen to his commentary on the project.

**1. Resolution to approve the consent agenda for the minutes of the regular board meeting of April 2, 2020, the Finance Committee Report of April 21, 2020, the Income and Expense Report of March 31, 2020, and the Executive Director’s Report**

**Resolution #2998**

Be it resolved by the Commissioners of the Portland Housing Authority that the above consent agenda, be and hereby are approved.

The above resolution was moved by Kristin Blum, Commissioner and second by Monique Mutumwinka, Commissioner, and upon roll call, the ayes and nays were as follows:

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

The Vice Chairperson declared said motion carried and said resolution adopted.

**2. Development/RAD Update**

Mr. Waterman. Proceeded to present his project updates. He started with 58 Boyd Street, which is about 64% complete, windows in and roofing complete. Project has \$150,000 left in contingency fund after credits provided by contractor. Project is looking at a Sept 2020 target completion date but the crew shifts were changed due to COVID-19 requirements so there may be delay into October 2020. The Front Street Project has had budget challenges with the value engineering process and are working with Wright Ryan to finalize details at a number that will work for all parties. The FMR increased payment standard so combined with lower interest rates, more debt could be carried by the project, if needed. Cost gaps were increased by MaineHousing so the new numbers provided by the contractor could be approved once agreed upon. Project still waiting on the Section 18 approval process to be completed and HUD’s decision is running a few weeks late. Once the tenant protection vouchers are in hand, the 90-day notice will be issued to tenants in Phase 1. Relocations may be completed by October 2020. The Board ask if the architect has produced a final cost estimate on the project. Jay noted that the total cost is still unknown, and the value engineering process should get us close to the target number. Question asked if there is enough validity in spending \$3000 on another consultant as we have a high cost from Wright Ryan and a low cost from Portland Builders and the project should fall in between. There is 1M developer fee increase that will be paid back to the developer before cash flow goes to the investors. Pricing at this time is based on what has been reported by subcontractors and Wright Ryan is still waiting on other subcontractor quotes. The expectation was for cost to be between 13-14M and its currently at 17-18M. The Board would like Passive House standard certification to not be sacrificed as costs are being kept down. Conversations will continue with MaineHousing on this project. The investor RFP is expected to be issued next week.

Jay continued his update with 337 Cumberland Avenue. Application to City of Portland for tax funding and project subsidy have been submitted to be evaluated by the Housing Committee and then the Planning Board. On the Mercy Project, the work continues on the permitting for the various components of the project, including the housing piece. Meeting to discuss site plans are in the works for the next week. The discussion is for family and senior housing to be provided and want to make sure the space allocation is appropriate.

With regards to the Mercy Hospital Project, no agreement has been signed with CHOM but the investor RFP response is in play.

Finally, money may be invested to repair 47-49 Boyd street (approximately \$580-600,000) to use either as swing housing for relocations or to rent as Market Units with HCV residents. This would be for 9 units. This would be less cost than tearing down and rebuilding with more units and still fills a need in the community.

Harbor Terrace qualifies for Section 18 which would help with the high costs of the mechanical issues with the building. Washington Gardens may close for October 2020 and the GAP application is in for \$400,000 to the City of Portland. CFP funds can only be used for life safety issues at the properties so the agency may hold off on submitting the Harbor Terrace application until which issues can be addressed with CFP funding.

**3. Resolution to authorize the Executive Director to issue an RFP or RFQ for Project Based Voucher (PBV) Projects pursuant to PHA plan for allocation of Housing Choice Vouchers (HCV) to PBV.**

Director of Voucher Programs Leah Bruns reviewed the voucher numbers report with the Board members. The PBV is a useful tool as it allows for units to be available for clients. This means that units would be attached to these vouchers. The agency can maintain 20% of the voucher portfolio attached to units plus an additional 10% directed at a specific population. The numbers listed are the ones promised to developers who are still working on units; the number of pending units ready to go; and number of available for future projects – already promised were 15 to YFO and 12 for Valley Street. The Board requested to add the AHAPs to the next report. Prior to RFP/RFQ preparation, this number had to be submitted to HUD for approval prior to release of the project vouchers.

**Resolution #2999**

Be it resolved by the Commissioners of the Portland Housing Authority the Executive Director is hereby authorized to issue an RFP for PBV projects pursuant to PHA plans for allocation of HCV to PBV, be and hereby are approved.

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

**AYES**

Robyn Tucker, Vice-Chairperson  
Kristin Blum, Commissioner  
Christian MilNeil, Commissioner

**NAYS**

None

Monique Mutumwinka, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

The Vice Chairperson declared said motion carried and said resolution adopted.

**4. Resolution to approve revisions in relocation plans previously adopted by the Board and to adopt the Relocation Plan for Harbor Terrace**

Director of Property Management Trevor Nugent presented the revised relocation plans as amended. The primary change is to the eviction policy which allows for 90 days from notice to move. Also, only one-unit offer will be made to each household prior to a forced move. The unit offered will be from the current public housing stock. The total units would be 27, not 81 units needed for relocation offers.

**Resolution #3000**

Be it resolved by the Commissioners of the Portland Housing Authority that the Revised Relocation Plans, revised as of May 1, 2020, for Washington Gardens, Front Street Phase I, and Riverton Park, and approval of Relocation Plan for Harbor Terrace, be and hereby approved and adopted, and the Executive Director of PHA, acting singly, be and hereby authorized to execute said Plans in furtherance of the same prior to the date hereof are hereby ratified and affirmed in all respects.

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

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

The Vice Chairperson declared said motion carried and said resolution adopted.

**5. Resolution to ratify the implementation procedures pursuant to certain waivers allowed by HUD as a result of Covid-19 crisis as per spread sheet developed for the tracking of such waivers and presented by the Executive Director**

HUD granted certain allowable waivers for procedures due to the COVID-19 national emergency. These changes need to be tracked and dated on when these were implemented. The Board needs to ratify the waivers as adopted by the Agency. Ms. Sessions added that although more time was provided to file the agency's 5-Year Plan, it was filed prior to the new July submission deadline.

The reexamination waiver allows to rely on self-certifications for income verification. Certain certifications can be delayed, and agency can use interim re-certifications for annuals. Extensions have been granted for FSS subscribers to achieve their goals. Bi-annual inspections will begin on 7/1/2020. Currently initial inspections are being completed as they are scheduled for new tenants.

Cheryl also added that the agency received a \$700,000 COVID-19 Grant, which is approximately 2 months of operational costs. Expenses are already being tracked. Note that these was a 1-month gap between presidential signature and HUD implementation. PHA has already accrued \$26,000 in COVID related expenses and HUD is expected to implement as of 4/28 instead of 3/26/2020.

**Resolution #3001**

Be it resolved by the Commissioners of the Portland Housing Authority that the ratification of the implementation procedures pursuant to waivers allowed by HUD as a result of the COVID-19 crisis as per the spreadsheet developed for the tracking of such waivers, be hereby approved as presented.

The above resolution was moved by Tom Valleau, Commissioner, and second by Monique Mutumwinka, Commissioners, and second by Mariar Balow, Chair, and upon roll call, the ayes and nays were as follows:

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

The Vice Chairperson declared said motion carried and said resolution adopted.

**6. Discussion on report by VIVA Consulting and the Financial Model presented to the Finance Committee**

Ms. Sessions summarized the report by VIVA Consulting, which presents processes the agency has been engaged in heading into the transition to the financial model recommended. The report was presented to the Finance Committee earlier in the month. Commissioner Christian MilNeil shared the perspective on the report. The included spreadsheets show how the developments planned would affect finances and the risks associated with each of the plans. The report also shows how the agency is going to run as RAD projects are completed. The model presented is very positive and validated the strategic planning being thought out. It's a tool that will be useful as the agency moves forward with its plans. Growth was seen in the reserves and will allow for better planning of staffing needs. It would allow the agency to be more entrepreneurial in the future planning and will be able to increase resident services as it becomes more financially self-sufficient. The development line showed good cash flow that allows for stress testing as projects progress forward. The full report will be shared with the Board once it is finalized and will be discussed in the next Board meeting. The financial model provided in the report is owned by the agency; the SmartSheet application has an annual license fee cost.

## **7. Executive Director's Remarks**

Cheryl Sessions announced the hiring of the new Asset Manager, Brian Frost, who will be presented at the next Board meeting.

For upcoming meetings, the Human Resources Committee needs to schedule a meeting to discuss the upcoming union negotiations and will probably be held in executive session. The next Finance Committee is scheduled for Tuesday, May 19, 2020. The next Board meeting is on Thursday, June 4, 2020 and the agenda will include discussing the next fiscal year's agency budget in preparation for Board approval.

Commissioner Tom Valleau thanked the PHA management and staff for the due diligence demonstrated during the national emergency triggered by the COVID-19 pandemic.

With no further agenda items, Commissioner Kristin Blum moves to end meeting, second by Commissioner Monique Mutumwinka.

Meeting adjourned at 7:00 PM