

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

June 1, 2017

The meeting of the Portland Housing Authority was held at 14 Baxter Boulevard, Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 5:30 pm.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Evan Carroll, Vice-Chair Mariar Balow, Commissioner Christian MilNeil, Commissioner Mark Adelson, Executive Director Lawrence Giddinge, Finance Director Jay Waterman, Development Director Janice Bosse, Director, Housing Services Trevor Nugent, Director, Public Housing Richard Biggs, Director of Maintenance Emily Mancini-Fitch, Resident Services Manager	Siyad Ahmed, Commissioner Faith McLean, Commissioner Thomas Valteau, Commissioner

**1. Resolution to approve the minutes of the regular board meeting of May 4, 2017.**

**Resolution #2863**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of May 4, 2017, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
 Evan Carroll, Vice-Chairperson  
 Mariar Balow, Commissioner  
 Christian MilNeil, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**2. Executive Director's Report**

## **A. Development Update**

Development Director Jay Waterman explained the status of four projects currently in progress. He covered the dates for the permanent loan closing for Bayside Anchor and reminded the board members of the upcoming grand opening on June 7. On the 58 Boyd Street project, he reviewed the status of the Division 30 zoning request. He presented the options for financing a complete renovation of the 47-49 Boyd Street building and discussed the potential income mix that could be generated by the property. Finally, he presented the input obtained at the last neighborhood meeting concerning Front Street, with PHA in the works to hire a relocation consultant for the project.

## **B. Scheduling**

Mr. Adelson reminded the board members of his upcoming performance review as Executive Director. The Board asked the HR Committee to meet later in June to prepare recommendations in regards to the Executive Director Performance Review to be presented at the July meeting.

## **C. Housing Choice Voucher Update**

Director of Housing Jan Bosse, together with Mr. Adelson, explained to the board the current “shortfall” status for PHA’s 2017 HAP funding. Projections indicate the agency will run out of HAP funds before the end of the calendar year. In order to be eligible for special shortfall funds to make up the difference, PHA needs to follow HUD procedures, which include: stop issuing vouchers and rescind vouchers issued but are not being currently used. The Housing Services staff sent out a total of 77 letters to voucher participants advising of the rescinding of their vouchers. Mr. Adelson will keep the Board informed on any changes concerning the voucher program.

## **D. HUD Visit to PHA**

Mr. Adelson informed the Board that HUD made an informal visit to PHA on Wednesday May 24. Representatives came to discuss operations and toured the development properties. Staff met the new HUD representatives and learned about the status of new rules and procedures. Overall, it was an informative visit and went very well.

## **E. Upcoming Meetings**

Executive Director reminded board members of the upcoming Finance Committee meeting on June 20, 2017 and the Annual Board Meeting on July 6, 2017.

## **3. Finance Committee Report**

Finance Committee Chair Christian MilNeil reviewed the minutes of the May 16 meeting at which they reviewed and recommended the FY18 operating budgets for PHA and related corporations. He briefly reviewed the agency’s five year strategic goals with the Board to compare how the FY18 budget is in keeping with the goals. This was a good exercise to insure the agency is staying on track and using resources as planned.

## **4. Resolution: Approval of FY 2018 PHA Operating Budget**

Mr. Adelson presented the FY18 operating budget and compared it FY17 projections as outlined in the budget memo included the meeting agenda packet.

**Resolution #2864**

Be it resolved by the Commissioners of the Portland Housing Authority that the presented FY 2018 PHA Operations Budget, be and hereby are approved.

The above resolution was moved by Evan Carroll, Vice-Chair, second by Christian MilNeil, 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-Chairperson	
Mariar Balow, Commissioner	
Christian MilNeil, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**5. Resolution: Approval of PHA Tenant Accounts Receivables for FY 2017**

Director of Public Housing Trevor Nugent presented the Board with the amount of Public Housing Tenant Account Receivables (TAR) write offs for FY17 as presented in the documentation included in the agenda meeting packet. He proceeded to explain the breakdown on the amounts, and remarked that these are lower than the two previous years. Most are caused by tenants that vacate units with rent balances owed, sometimes with damage costs including in those amounts.

**Resolution #2865**

Be it resolved by the Commissioners of the Portland Housing Authority that the presented Tenant Accounts Receivables (TAR) write-offs for FY 2017, be and hereby are approved.

The above resolution was moved by Mari Balow, Commissioner, second by Shirley Peterson, Chairperson, and upon roll call, the ayes and nays were as follows:

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Evan Carroll, Vice-Chairperson	
Mariar Balow, Commissioner	
Christian MilNeil, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Motion to adjourn meeting moved by Christian MilNeil, Commissioner, and second by Shirley Peterson, Chair.

Meeting ended at 7:00 PM