

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

Thursday, June 6, 2019

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 Mariar Balow, Chair, at 5:35 PM

PRESENT	ABSENT
Mariar Balow, Chairperson Robyn Tucker, Vice-Chair Kristin Blum, Commissioner (call-in) Christian MilNeil, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Larry Giddinge, Director, Finance/Administration Jan Bosse, Director, Housing Services Richard Biggs, Director of Maintenance Tyler Plante, Development Officer Emily Mancini-Fitch, Resident Services Manager Joni Boissoneault, FSS Program Manager Archer Thomas, Bowdoin College intern Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

1. Resolution to approve the minutes of the meeting of May 2, 2019.

Resolution #2943

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of May 2, 2019, as amended, be and hereby are approved.

The above resolution was moved by Robyn Tucker, Vice-Chairperson, and second by Shirley Peterson, Commissioner, and upon roll call, the ayes and nays were as follows:

AYES

Mariar Balow, Chair
 Robyn Tucker, Vice-Chair
 Christian MilNeil, Commissioner
 Shirley Peterson, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.
Commissioner Kristin Blum came online after the vote.

2. Executive Director's Report

A. Search Committee Update

Commissioner Thomas Valleau updated the Board members on the Executive Director search to replace Mark Adelson upon retirement. Job listing closed on May 31; fifteen (15) candidates total; applications received by both Consultant Stan Quo and the PHA Human Resources Department. Packets have been distributed to committee members for review. The committee will meet next Tuesday to discuss and select those for initial interviews over Skype, followed by final candidate interviews in Portland.

B. Franklin Towers Update

Executive Director Mark Adelson reported to the Board on an unexpected electrical problem at Franklin Towers in the past week. A resident damaged a sprinkler pipe by the mechanical room that has damaged the main electrical bar in the building due to water leakage. The system has been patched but the insurance company recommends replacement. Agency is waiting on the final assessment and design for repair estimates and payment of insurance deductible to cover repair costs.

C. Development Update

Development Director Jay Waterman updated the Board on several projects. Construction loan on 58 Boyd Street was closed on May 28 and Notice to Proceed was issued on May 29. Working with CMP to remove overhead power lines in order for construction to begin. The first step will be to drill piles into the site. Developer fees among other costs were reimbursed at loan closing.

The Planning Board application has been submitted for the Front Street Redevelopment Project and is expecting to present at the planning board workshop scheduled for mid-June. One more neighborhood meeting will be schedule after the workshop, with the public hearing expected to occur in mid-July. The project has also received the \$500,000 EPA Brownsfield grant to cover the soil remediation costs.

On the 841 Congress Street property, rehabilitation work is nearing completion. Move-ins from 47-49 Boyd Street expected to start in about two to three weeks, with a time table of no later than end of June. Development Officer Tyler Plante invited the Board members to a walk through of the finished work on June 11 at 11:30 AM. Tour will take approximately 15-20 minutes to complete.

Deputy Executive Director Cheryl Sessions briefly updated the Board on the RAD Conversion Projects as they are in various stages of development. The staff met with MaineHousing to discuss financing options available for the various projects.

Mr. Waterman continues his update with the plans for the 47-49 Boyd Street Renovation. The project is still waiting on Planning Board approval as the application will be submitted shortly after last unit is vacant.

With all the upcoming RAD changes, the Board is interested in hosting an off-site meeting in the very near future, probably in the fall. The thought is to have it in the Washington Gardens/Front Street developments

3. Executive Director’s Report - continued

Mr. Adelson finalized his report reminding the Board of his upcoming Performance review which is usually scheduled in June. The write-up is reviewed by the Human Resources Committee and then presented to the Board at an Executive Session. Also, the approval of the 100 State Street Budget is expected in an upcoming meeting. The next Board meeting is the Annual meeting where the slate of officers is voted on as well as new members are sworn in. The proposed date for the annual meeting is Thursday July 11 due to the first Thursday being July 4th holiday. Next Finance Committee meeting is on Tuesday, June 18.

4. Resolution: Approval of the special Annual Meeting date of Thursday, July 11, 2019.

Commissioner Thomas Valleau reminded the Board members of the nominating committee for the slate of officers and suggests that due to the impending change in the leadership team at the Agency that the nominating committee recommends the Board leadership team should stay in place and nominates the current slate of officer for another year of service.

Resolution #2944

Be it resolved by the Commissioners of the Portland Housing Authority that the special meeting date of Thursday, July 11, 2019, for the Annual Board Meeting, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chair	None
Robyn Tucker, Vice-Chair	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

5. Finance Committee Report

Commissioner Christian MilNeil reviewed the materials included in the agenda packet. As the end of the fiscal year is approaching, income remains steady due to higher rent receipts. Expenses continue to track lower than expected. Proposed budgets for the new fiscal year were recommended for approval. He noted that due to the lower operating costs, HUD may reduce PHA's subsidy. The budgets for the corporations were also reviewed and recommended for approval with discussed amendments. The review of the TAR report showed higher amounts of write-offs this fiscal year and the committee recommended an amendment in the budget to increase percentage of uncollected rents by .75%.

6. Resolution: Approval of the PHA Operating Budget for fiscal year ending June 30, 2020

Mark reviewed the PHA budgets summary included in the meeting agenda packet. Historically, one of the biggest budgets prepared for the Agency due to all the upcoming changes and transitions as PHA prepares for the RAD conversion. Net surplus was lower than usual. Capital expenses include replacement of copiers, at least one vehicle, office furnishing updates, additional personnel, and the investment in a paperless filing system. With the additional personal comes the need to lease additional office space. Interviews have started for the Resident Relocation Assistant and with Director Jan Bosse's retirement, a new voucher position expected to start in January 2020. This required some additional budget adjustments after the review by the Finance Committee. Health insurance changes are paying off and showing savings on the staff benefits side. Capital improvements are planned and with utilities on track this year, number were kept conservative for FY 20.

Board members asked if the budget is sustainable with the planned additional staff as the Agency goes through the transitions required by RAD. Mr. Adelson explained that every LLC representing a converted property would need to contract services that are now shared in common (like Information Technology). MaineHousing expects certain caps on tax credit properties in the areas of management, administration, and operations, making it difficult to project future budgets. The Board suggests looking at areas that could create revenue by being paid for services offered and to look at other opportunities besides the stock market to create an endowment for the scholarship fund.

Resolution #2945

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Operating Budget for the fiscal year ending June 30, 2020, 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:

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Christian MilNeil, Commissioner

NAYS

None

Shirley Peterson, Commissioner
Tom Valleau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

7. Resolution: Approval of Tenant Accounts Receivable Write-offs for FY 19

Mr. Adelson reviewed the write-off debts highlighted in the memo included with the meeting agenda packet. He pointed out the large amount of maintenance charges due to damage caused in units by departing tenants. The total for rents alone was \$19,000 of the \$46,000 total write-off amount.

Resolution #2946

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Tenant Account Receivables Write-Off for the fiscal year ending June 30, 2019, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chair	None
Robyn Tucker, Vice-Chair	
Kristin Blum, Commissioner	
Christian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Commissioner Kristin Blum left the meeting at this time.

8. Resolution: Approval of the Application for the Safety and Security Grant

Deputy Executive Director Cheryl Sessions reviewed the application, the narrative, and budget for the proposed improvements to Franklin Towers and Bayside East should the HUD Safety and Security Grant be awarded. Final selection is by lottery.

Resolution #2947

Be it resolved by the Commissioners of the Portland Housing Authority that the application (and acceptance if awarded) for the HUD Safety and Security Grant up to \$250,000 for improvements at Franklin Towers and Bayside East, be and hereby are approved.

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

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

9. Resolution: Approval of to solicit proposals, through an RFP, for the allocation of up to 40 PBVs to facilitate the development of new affordable housing by non-PHA affiliated developers (non-PHA projects)

Mr. Adelson reviewed the voucher table provided in the meeting agenda packet and the strategy presented a year ago in regards to the voucher program expansion for non PHA projects. Proposals will be reviewed by Jan Bosse, Linda Ballew, and Mr. Adelson with a selection expected in September, so the projects may also apply for tax credits. Final selection would be presented to the Board for approval.

Resolution #2948

Be it resolved by the Commissioners of the Portland Housing Authority the approval to solicit proposals, through an RFP, for the allocation of up to 40 Project Based Vouchers to facilitate the development of new affordable housing by non-PHA affiliated developers, be and hereby are approved.

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

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

10. Development Resolutions

Mr. Waterman reviewed the proposed resolutions for the financing applications connected with the RAD program. These are all the application to the Federal Home Loan Bank of Boston 2019 Affordable Housing Program through a member bank. Board members propose the documentation be amended to include “or current executive director.”

Resolutions are as follows:

- *Approving the submission of an application for financing up to \$1M to the Federal Home Loan Bank of Boston: 2019 Affordable Housing Program (AHP) as co-sponsor, for the rehabilitation of 47-49 Boyd Street*
- *Approving the submission of an application for financing up to \$1M to the Federal Home Loan Bank of Boston: 2019 Affordable Housing Program (AHP) as co-sponsor, for the rehabilitation of Washington Gardens, related its conversion under the HUD Rental Assistance Demonstration (RAD) Program*
- *Approving the submission of an application for financing up to \$1M to the Federal Home Loan Bank of Boston: 2019 Affordable Housing Program (AHP) as co-sponsor, for the rehabilitation of Riverton Park, related its conversion under the HUD Rental Assistance Demonstration (RAD) Program*
- *Approving the submission of an application for financing up to \$1M to the Federal Home Loan Bank of Boston: 2019 Affordable Housing Program (AHP) as co-sponsor, for the redevelopment of Front Street and its conversion under the Section 18 Demolition-Disposition Program*

Resolution #2949

Be it resolved by the Commissioners of the Portland Housing Authority that the above items related to the financing under the HUD Rental Assistance Program (RAD), be and hereby are approved.

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

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

With no other business on the agenda, Commissioner Tom Valleau moved, second by Chair Mariar Balow, to adjourn meeting. Vote unanimous. Meeting ended at 6:40 PM.