

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

Thursday, May 3, 2018

The meeting of the Portland Housing Authority was held at the Kennedy Park Community Room. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 6:19pm.

| PRESENT | ABSENT |
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| Shirley Peterson, Chairperson Mariar Balow, Acting Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commissioner Robyn Tucker, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Richard Biggs, Director of Maintenance Jay Waterman, Development Director Trevor Nugent, Director, Public Housing Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist | Faith McLean, Commissioner Tom Valleau, Commissioner |

Meeting of the Board was preceded by an open community meeting with residents of Kennedy Park, Bayside East, and Bayside Terrace, where they had the opportunity to share comments with Board members and get an update on the 58 Boyd Street project.

1. Resolution to approve the minutes of the regular board meeting of April 5, 2018.

Resolution #2898

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of April 5, 2018, be and hereby are approved.

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

AYES

NAYS

Shirley Peterson, Commissioner
 Mariar Balow, Commissioner
 Kristen Blum, Commissioner
 Christian MilNeil, Commissioner
 Robyn Tucker, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

2. Development Report

Director of Development Jay Waterman proceeded to present an update on the 58 Boyd Street project. The schematic designs are almost finished; once completed, a pricing can be calculated for cost estimate, taking into consideration the energy efficiencies in the design. Project is expected to close on the construction loan in late fall, and the SAC application to be submitted to HUD. AVESTA Housing will be managing the building for the first three years. The Board members asked if was possible to give Kennedy Park/Bayside residents priority for occupancy applications for the new building; one to two weeks ahead of AVESTA accepting applications. Staff responded that marketing will include our residents. Question is asked regarding the fence separating the property from Franklin Arterial – will the fence be removed or updated. It is a City of Portland fence so an agreement with the city will be needed in order to remove or change it. The Bayside Terrace families with small children feel the need for the fence for safety reasons. They are also in talks with the City of Portland regarding Front Street rehabilitation of sidewalks and curbs as part of the Front Street Project, which is still ongoing redesign to reduce project costs. New cost estimates are still pending so funding application to MaineHousing will not be placed until January 2019. MaineHousing will have rule changes beneficial to the project. The project is also applying for Federal HOME funds and Housing Trust Funds with the City of Portland.

3. Executive Director's Report

Executive Director Mark Adelson opened his report with news from City Hall. He is scheduled to meet with the City's Manager to discuss safety concerns regarding the walking path area at Franklin Towers that runs behind the storage garage.

He proceeded to review a summary of the Housing Bill being presented to Congress (Making Affordable Housing Work) which is still has no sponsors. Rents would increase to 35% of income, children and medical deduction would no longer be allowed, mandatory rent minimum would increase from \$50 to \$150, and elderly classification age would increase from 62 to 65. Work requirement would be optional but some mandatory standards are being proposed in a separate bill.

He proceeded to discuss the City's rental housing survey and explain the results comparison sheet received, which compared the large sample of the rental survey with PHA's smaller sample survey results. The PHA survey targeted movers instead of contracted renters. Fair market rents were reviewed against the HUD payment standards in order to increase standard and therefore the availability of apartments for clients seeking to be housed. The rental market may have stabilized based on the results of the City of Portland survey. There is still a low supply of available housing units in the Portland area. As a result, the new payment standards will increase to help clients find rentable units.

Mr. Adelson briefly reviewed the City of Portland draft of the Trust Fund Plan, which gives priority support for PHA projects. He also mentioned the Safety & Security Plan grant application for \$254,000, with focus security features at Franklin Towers. The City of Portland is replacing the culverts at

Riverton Park at Springbrook Way (City Street) and making repairs to sink holes. He mentioned in the sharing of paving costs with the City of Portland. The draft budget will be presented to the Finance Committee on May 15 and will be presented to the Board for approval on June 7, together with FY18 TAR write-offs. The scholarship committee will be meeting soon; Commissioner Mari Balow has done this in the past but is unable to attend this year. The committee is seeking for another interested commissioner to participate in the review process. Scholarship recommendations and approvals usually occur in June; currently six applications are in, expecting around 15 total.

4. Finance Committee Report

Mr. Adelson opened the report with an update on the PHA staff Health Care plan conversion. The process has started with the first overview meeting with staff. Commissioner Christian MilNeil, together with Mr. Adelson reviewed the income and expense report. The budget bottom line is doing well, increase in income still trending and contracts are coming in under budget. The draft budget will be discussed at the next meeting, including possible changes to the budget, with increases expected in staffing, programs, security, and software. Resident programs are providing increase in success stories among our residents. Savings have been seen in many areas and should prepare the Agency for any possible budget cuts in the horizon. Feedback is encouraged from all Board members regarding these changes in the Agency budget.

5. Procurement Update

Deputy Executive Director Cheryl Sessions reviewed recently completed procurement. RFPs are being prepared for 47-49 Boyd Street and roofing repairs Harbor Terrace/Franklin Towers. The mental health services contract was completed. Shalom House will be the new provider of mental health services, with increased hours. Procurement Coordinator is in the process of procuring contract pools to perform repair work at all the sites. Having a dedicated staff member for the procurement contracting process has been instrumental in bringing the Agency into compliance.

6. Resolution to approve the date for the Annual Meeting of the Board

Mr. Adelson proceeded to remind the Board of the upcoming Annual Board meeting and the need to approve the date for a special meeting, considering the first Thursday of the month is the day after the 4th of July holiday.

Resolution #2899

Be it resolved by the Commissioners of the Portland Housing Authority that the Annual Meeting of the Board will convene on July 12, 2018, be and hereby are approved.

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

AYES

NAYS

Shirley Peterson, Commissioner
Mariar Balow, Commissioner
Kristen Blum, Commissioner
Christian MilNeil, Commissioner
Robyn Tucker, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

7. Operation Reports

Mr. Adelson shared with the Board the ongoing search for new office space for the PHA main office, to replace the Baxter Blvd building. Several sites have been reviewed, together with an architect, to see what may work for the Agency. He will keep the Board posted on the progress of the search.

A. Public Housing

Director of Public Housing Trevor Nugent presented the results of the most recent REAC inspections at Washington Gardens and Front Street and the inspections went well, resulting in a score of 92. That means next inspection will be in three years. He reviewed the occupancy vacancy rate and unit turnover times as shown in the provided report. There are four pending evictions and 18 vacancy notices for future move-outs. In the last quarter, 394 clients were call in from the waitlist with 83 new lease ups and only 2 with homeless preference; only 30% from the last pull were eligible to be housed. He reviewed the work order numbers for the quarter, averaging 356 per month.

B. Section 8

Mr. Adelson presented the Housing Choice Voucher operations report, and reviewed the breakdown of the currently 1947 vouchers on the books. Vouchers are being once again issued, with utilization at 93%.

Board members suggested that combined meeting with South Portland or Westbrook Housing authorities may be helpful in creating new visions for the Agency. To be discussed in a future meeting.

With no other business to attend, the Chair adjourns meeting at 7:25 PM.