

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

Thursday, June 7, 2018

The meeting of the Portland Housing Authority was held at the Portland Housing Authority Conference Room, 14 Baxter Blvd, Portland, ME. Upon roll call, quorum is declared. Meeting called to order by Shirley Peterson, Chairperson, at 5:33 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Robyn Tucker, Commissioner Tom Valteau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Larry Giddinge, Director of Finance Trevor Nugent, Director, Public Housing Richard Biggs, Director of Maintenance Linda Ballew, Housing Services Manager Emily Mancini-Fitch, Resident Services Manager Joni Boissonneault, FSS Manager Elizabeth Trice, Development Associate Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Acting Vice-Chair Faith McLean, Commissioner

**1. Resolution to approve the minutes of the regular board meeting of May 3, 2018.**

**Resolution #2899**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of May 3, 2018, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Commissioner  
 Kristen Blum, Commissioner  
 Christian MilNeil, Commissioner  
 Robyn Tucker, Commissioner  
 Thomas Valteau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

## **2. Executive Director's Report**

Executive Director Mark Adelson acknowledges the staff present and introduces Elizabeth Trice, the Summer Development Associate assisting Development Director Jay Waterman.

### *A. Development Update*

Report presented by Jay Waterman. He starts with the Front Street Redevelopment Project which is currently waiting on new site costs pending completion of redesign. Currently, project is over budget by \$400,000; the City's HOME funds review committee recommended award at \$480,000 (had applied for \$800,000). The City's Affordable Housing Trust Fund may be an alternative source for additional funding as their plan mentions Front Street and 58 Boyd as priority developments; the 4% tax credit application is with MaineHousing. The architects at Utile are working on a new rendering to take back to the neighborhood residents before presenting it to the City of Portland planning board.

Mr. Waterman continued with the 58 Boyd Street Project. The funding for the project is in place, including the approval of tax credits. The cost estimates for design schematics came in \$240,000 over budget; the value engineering and cost estimates are being submitted to MaineHousing. The SAC application for the disposition of the 58 Boyd Street parcel is ready to be submitted to HUD. The resolution approving HUD's disposition is expected to be presented at the July Board meeting. The project is expecting to break ground sometime in December. The winter conditions expected during construction been taken into account in the budgeting for the expected 12 month time frame of construction.

### *B. Capital Fund Update*

Mr. Adelson, with the aid of Deputy Executive Director Cheryl Session, presented the funding update for planned Capital Fund projects. The program funding increased by 55%, with \$780,000 more available, bringing the total to approximately 2.2 million dollars. Additional monies will allow for more roofing projects to be completed and will fund the elevator replacements at Franklin Towers.

Resident Services also saw an increase in funding. Joni Boissonneault, FSS manager, shared about the success of the EmPowerMe program which is being funded by a United Way Grant for \$45,000, which will expand programs and resources for any adult needing assistance, including holder of Section 8 vouchers.

Mark continued his report with an update on the search for new office space to replace 14 Baxter Blvd. They are currently assessing a building for possible feasibility; an intent-to-purchase letter is being signed to take the property off the market but current confidentiality agreement does not allow any information to be divulged until a purchase agreement is drafted. He is expecting to bring the purchase agreement before the Board for approval in July. If purchase goes forward, it will probably be closed by

December 2018. The plan is to redevelop 14 Baxter Blvd at a cost of approximately 2.8 million dollars. The plans will be discussed at the next Finance Committee meeting.

### *C. Invest Health update*

Director of Public Housing Trevor Nugent and Resident Services Manager Emily Mancini-Fitch attended a conference in New Orleans as part of Invest Health. This was the capstone for the Invest Health grant project work being done at Sagamore Village. They visited a project called Refresh (Broad Community Connections provides the funding). Emily Rimes, from United Way; and City of Portland Public Health's Zoe Oldin-Platz came along on the trip. The space occupied by the program used to be a supermarket and the space was filled with the cooperative assistance of Whole Foods grocers. He reviewed a brochure distributed to Board members reviewing the services offered by the comprehensive holistic center. Some of the ideas could be applied locally at the Sagamore Village Community Center. Emily filled in the details on the model presented in the brochure. It was an excellent learning experience for the PHA staff. Funding was a combination of private sources, grants, and new housing funds made available after Hurricane Katrina. The project focuses on removing food deserts created by damage of Hurricane Katrina. Board members like the ideas presented and suggest opening talks with the Mason Neighborhood organization as Sagamore Village is a participant in the group.

### *D. Reminders*

Mr. Adelson reminds the Board that his last performance review as Executive Director was on June 2017. He agrees to write a self-evaluation which will be presented to the Board at the July meeting after the new slate of officers is elected. The next Finance Committee is scheduled for June 19<sup>th</sup>, and the Annual Board Meeting will be on July 12<sup>th</sup>.

## **3. Finance Committee Report**

Commissioners Robyn Ticker and Tom Valleau attended the meeting. The minutes in the agenda packet summarized the budget discussion held at the meeting. The year-to-date as of April 30 income and expenses report was also reviewed. The rents and subsidies are the driving force in the increased income trend. Maintenance is over budget due to an increase in the additions to the contracted work as it is being moved from the Materials line item to the appropriate contracts area. Utilities are still on budget for end of year, as winter expenses have been paid.

## **4. Resolution to approve PHA Operating Budget for FY 19**

Mr. Adelson reviewed the budget summary presented to the Board in the meeting agenda packet. The general budget has increased by approximately 2%. Dwelling rent, which are expected to be flat, and the administrative fees for vouchers, which are expected to be lower, is what is driving the budget's income, with an increase of \$530,000. On the operations side, the increases in expenses are reviewed. He mentions the cost of living increase of 2.5% plus additional new staff in the budget would increase salary expenses increase by 6.8%. He also reviewed the summary as presented in the budget memo and covered the increases due to additional programs in Resident Services. The security services at AMP 1

are fully budgeted for Franklin Towers and Harbor Terrace. Ms. Sessions shared the conceptual idea for the security desk at Franklin Towers using remote cameras. Utility budget increased due to the expected rise in fuel costs in the upcoming winter season. An additional \$234,000 has been budgeted for maintenance expenses, including the salaries of an additional custodian and assistant maintenance technician. Vehicles purchases have also been budgeted, expecting to replace at least three in the fleet. The Health Plan conversion is in process so savings are not included in the presented budget but should be reflected later in the fiscal year.

The Budget presented is completely supported by the Board and the members appreciate the work of the staff in completing the budget planning. Mr. Adelson adds that the appropriation process in Washington DC has been completed and the higher budgeted HUD amount has prevailed for 2019. He expects the Capital Fund budget to come back to the Board for an amendment approval when the new funding available.

**Resolution #2900**

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Operating Budget for the Fiscal Year ending on June 30, 2019, be and hereby are approved.

The above resolution was moved by Thomas 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>
Shirley Peterson, Commissioner	None
Kristen Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Thomas Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**5. Resolution to approve TAR write-offs for FY 18**

Director of Public Housing Trevor Nugent reviewed the Tenant Accounts Receivables memo for FY 18 write-offs as included in the agenda packet totally \$36,231.59. Maintenance charges are the main reason behind the higher trend in unit charges. One evicted tenant caused over \$12,000 in damages. Non-payment of rent is still the main case for evictions in the past fiscal year. Board members posed the question of availability of case workers to address the mental health needs of tenants as a possible root cause of behavioral problems that may lead to evictions. They expressed concerns regarding how tenant access mental health services and how frequently they receive these services. Trevor mentions that Shalom House is new provider of services after completing a recent bid process and their proposal offered increased levels of staffing to provide services to residents.

**Resolution #2901**

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Tenant Accounts Receivables Write-offs for the fiscal year ending on June 30, 2018, totally \$36,231.59, be and hereby are approved.

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

<u><b>AYES</b></u>	<u><b>NAYS</b></u>
Shirley Peterson, Commissioner	None
Kristen Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Thomas Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**6. Resolution to approve to apply for and accept HUD Safety and Security Grant for improvements at Franklin Towers and Kennedy Park**

Deputy Executive Director Cheryl Sessions reviewed the budget plans to be included in the grant application. The goal is to increase security the addition of more cameras and upgrading lighting in Franklin Towers and the Kennedy Park area.

**Resolution #2902**

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

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

<u><b>AYES</b></u>	<u><b>NAYS</b></u>
Shirley Peterson, Commissioner	None
Kristen Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Thomas Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**7. Resolution to apply and accept HUD Mainstream Housing Choice Vouchers (HCV)**

PHA is planning on applying for an allocation of Mainstream HCVs as HUD has increased funding in this area. Westbrook Housing and MaineHousing already have some of these vouchers in their housing stock. They hired a grant writer to co-write their next grant submission. PHA is requesting up to 50 vouchers. This is a competitive proposal process and partner agencies are providing letters of support for PHA’s application. The goal in this is for partner agencies to provide services to clients if the vouchers are granted. Mr. Adelson provided a handout summarizing the application requirements.

**Resolution #2903**

Be it resolved by the Commissioners of the Portland Housing Authority that the application and acceptance of up to 50 HUD Mainstream Housing Choice Vouchers, 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:

<u><b>AYES</b></u>	<u><b>NAYS</b></u>
Shirley Peterson, Commissioner	None
Kristen Blum, Commissioner	
Christian MilNeil, Commissioner	
Robyn Tucker, Commissioner	
Thomas Valteau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**8. Resolution to approve solicitation of proposals through an RFP to allocate up to 25 PBVs to facilitate the development of new affordable housing by non-PHA affiliated developers**

Mr. Adelson presented a resolution to approve the conversion of 30% of the current allocation of HCVs to PBVs in order to increase availability of affordable housing via an advertised RFP (Request for Proposals). The timing of this proposal is to align with upcoming Tax Credit competitions to fund future development opportunities. He has received many inquiries for Project Based Vouchers and the timing is just right. The proposal will require a minimum of 5 and no more than 10 vouchers requested. A set aside is already being planned for the 47 Boyd Street Redevelopment Project. He reviewed the current stock of vouchers at PHA with the assistance of Special Housing Manager Linda Ballew. He also reviewed the strategy being planned to allocate these vouchers based on the number of proposals received. The neighborhood needs will be evaluated as part of the process. Time limits will be set in the process of signing of the HAP contracts with developer/s selected. He also shared the current list of PBVs currently under contract. The Board members expressed their wishes to make homelessness a

priority based on use of current PBVs. It could be promoted as part of the RFP with additional weighted points. The members believe the chronically homeless could be more predominate in the strategy plans and would like to see projects with supportive services included in the development. Homeless individuals and families should be included in the focus in the goals. Board feels confident that these changes will be satisfactory in meeting their concerns. Housing First proposals will be expected in the future.

**Resolution #2904**

Be it resolved by the Commissioners of the Portland Housing Authority that the RFP to allocate up to 25 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 Robyn Tucker, Commissioner, and upon roll call, the ayes and nays were as follows:

**AYES**

**NAYS**

Shirley Peterson, Commissioner  
Kristen Blum, Commissioner  
Christian MilNeil, Commissioner  
Robyn Tucker, Commissioner  
Thomas Valteau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**9. Resolution to grant an Easement for Metro Bus Shelter at Harbor Terrace**

Mr. Adelson presented an easement request proposed by Portland’s METRO for the addition of a bus shelter at the bus stop in front of Harbor Terrace. The request needs to be approved by HUD and the PHA board. He reviewed the presented documentation as recommended by the attorneys. The Board wants assurances that all maintenance and liability is fully the responsibility of Greater Portland METRO. Mark assures them that the attorney has reviewed the language in the agreement to make sure that is clear in all the documentation.

**Resolution #2905**

Be it resolved by the Commissioners of the Portland Housing Authority that the granting of an easement to Greater Portland METRO for construction of a bus shelter on Danforth Street, adjacent to the Harbor Terrace property, be and hereby are approved.

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

**AYES**

Shirley Peterson, Commissioner  
Kristen Blum, Commissioner  
Christian MilNeil, Commissioner  
Robyn Tucker, Commissioner  
Thomas Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

**10. Additional agenda items**

In preparation for the annual meeting next month, a nominating committee needed to determine the new slate of officers. Commissioner Shirley Peterson as the outgoing chair would be on committee with two additional commissioners. Commissioners Thomas Valleau and Robyn Tuckers volunteer to complete the committee. The nominated slate will be presented at next month's meeting.

Linda Ballew also updated the board on the Landlord Portal launch. A total of 144 landlords have signed up on the site since its launch.

With no more business on the agenda, Commissioner Christian Milneil moved to close the meeting, second by Commissioner Robyn Tucker.

With a unanimous vote, meeting ended at 7:05 PM