

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

July 2, 2020

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Meeting held via GoToMeeting. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Vice Chairperson, at 5:31 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Robyn Tucker, Vice Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Thomas Valleau, Commissioner Cheryl Sessions, Executive Director Jay Waterman, Real Estate Development Director Brian Frost, Asset Manager Emily Mancini-Fitch, Resident Services Manager Leah Bruns, Voucher Programs Director Chelsea Monzel, FYI Coordinator Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Chairperson/Commissioner

1. Resolution to approve the minutes of the board meeting of Thursday, June 4, 2020 (concluded on June 9, 2020).

**Resolution # 3012**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of June 4, 2020, 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:

**AYES**

Robyn Tucker, Vice-Chair  
 Kristin Blum, Commissioner  
 Christian MilNeil, Commissioner  
 Monique Mutumwinka, Commissioner  
 Shirley Peterson, Commissioner  
 Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

## 2. PHA Staff Introductions

Director of Voucher Programs Leah Bruns introduces to the Board members the two recently hired staff members for the Foster Youth Initiative program funded by the recently awarded JT Gorman grant. FYI Coordinator Chelsea Monzel introduced herself. She has worked in various homeless shelters and shelters for women in the City of Portland. She recently relocated to Maine from Utah. Ms. Bruns read a prepared introduction of the FYI Navigator Meghan Condry. She is currently a graduate student at Boston College. Her experiences include teaching ESL and introductory Spanish for adult education programs. She most recently worked for a grant out of Framingham, Massachusetts, assisting with housing placements in the local area. She recently purchased a home to set up roots in the City of Portland.

Leah added that both staff members have been efficiently working together with five vouchers already assigned and in the process of finding housing for these youths. She also mentioned that JT Gorman has hired ABT Association to help with the leasing process and track progress in the housing process.

At this point, Ms. Bruns and Ms. Monzel departed the meeting.

## 3. Discussion of allegations against Commissioner Christian MilNeil:

Initial Agenda provided for an Executive Sessions discussion with the following Agenda item:

**“Executive Sessions for the following purposes: 1 MRSA Sec. 405, A:** Discussion or consideration of the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees of the body or agency or the investigation or hearing of charges or complaints against a person or persons.

By e-mail the following Notice was given to all commissioners, including Mr. MilNeil:

“The Executive Sessions shown on this Agenda is to discuss allegations concerning Christian MilNeil and vandalism of Bayside Anchor property. It is for the purposes of informing the Board as to the legal proceedings and allow discussion. It is subject to the following conditions pursuant to 1 M.R.S.A. sec. 405, 6(A):

“(1) An executive session may be held only if public discussion could be reasonably expected to cause damage to the individual's reputation or the individual's right to privacy would be violated;

(2) Any person charged or investigated must be permitted to be present at an executive session if that person so desires;

(3) Any person charged or investigated may request in writing that the investigation or hearing of charges or complaints against that person be conducted in open session. A request, if made to the agency, must be honored; and

(4) Any person bringing charges, complaints or allegations of misconduct against the individual under discussion must be permitted to be present. “

For liability reasons, I ask that any request to have the meeting be in open sessions should be made in writing and signed by Christian MilNeil.

On June 29, 2020 a written request for open meeting and records was received [included in meeting packet]. The Agenda was amended to place the discussion early in the Agenda to allow His attorney to attend this portion and leave.

The conversation was opened by the Executive Director who pointed out that we had had two meetings, Board and Finance Committee, since the news article about allegations. These were uncomfortable as Commissioners were not given an opportunity to discuss the matter. Given recent correspondence, Cheryl felt an opportunity should be given. Recent correspondence being a letter from the Cumberland County DA's office stating the Christian had been formally charged with the offense of criminal mischief for the three acts of vandalism against the Bayside Anchor building, developed and co-owned by PHA. The letter asked for a victim's statement telling how the event has impacted PHA. Cheryl asked the Property Manager who had to deal with the situation for a statement and included most of it in a statement to the DA. The Letter and statement were included in the Meeting Packet.

Christian was asked if he wanted to open the conversation with a statement. As charges are pending, he asked his attorney to make a statement on his behalf. Criminal defense attorney Tina Nadeau, to make a statement about the situation presented. It is very early in the process of these allegations and has filed a not guilty plea at the initial hearing. The next scheduled court date is not until Dec 2020. Executive Director, Cheryl Sessions, has provided to the Commissioners all discovery information requested by his attorney [included in Meeting Packet]. The Board members thanked the attorney for making the time to speak with the Board. Some Commissioners wished him well and no questions were asked. Discussion ended.

At this point, the attorney exited the meeting

#### 4. Nomination and Election of Officers for Fiscal Year ending June 30, 2021

As no nominating committee had been empaneled, officer nominations were taken from the meeting floor. Commissioner Tom Valleau begins the nomination conversation with two candidates for the chair and vice chair positions. Discussion among Board members brings about a consensus on the two candidates brought forward for nomination.

#### **Resolution # 3013**

Be it resolved by the Commissioners of the Portland Housing Authority that the Robyn Tucker be elected as Board Chair for the Fiscal Year ending June 30, 2021, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

**Resolution # 3014**

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Kristin Blum as Vice Chair for the Fiscal Year ending on June 30, 2021, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

**5. Nomination and Appointment of Committee Officers**

Nominations were presented for the Human Resources Committee and the Finance Committee for Fiscal Year ending on June 30, 2021.

**Resolution # 3015**

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Shirley Peterson as Chair of the Human Resources Committee, 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>
Robyn Tucker, Chair	None
Kristin Blum, Vice Chair	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**Resolution # 3016**

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Christian MilNeil as Chair of the Finance Committee for the Fiscal Year ending on June 30, 2021, be and hereby are approved.

The above resolution was moved by Robyn Tucker, Chairperson, 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, Chair	None
Kristin Blum, Vice-Chair	
Christian MilNeil, Commissioner	
Monique Mutumwinka, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**6. Finance Committee Report**

Commissioner Christian MilNeil summarized the discussion from the last committee meeting. The committee expressed concerns about the decrease in rents during the last month of the fiscal year, having been ahead of projected income during the earlier part of the year, and it has been because of the effects of COVID-19 on employment and the economy. The fiscal year is still expected to end in the black as maintenance and utility cost have remained constant under the circumstances. A special meeting of the committee was held on June 30 to discuss the refinancing of the YFO loan prior to the Board meeting

**Resolution # 3017**

Be it resolved by the Commissioners of the Portland Housing Authority that the presented Finance Committee Report, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

**Resolution # 3018**

Be it resolved by the Commissioners of the Portland Housing Authority that the presented Income and Expense Report for 6/30/2020, be and hereby are approved.

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

**AYES**

Robyn Tucker, Chair  
Kristin Blum, Vice-Chair  
Christian MilNeil, Commissioner  
Monique Mutumwinka, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

**7. Executive Director's Report**

Ms. Sessions summarized her report as provided in the agenda packet. She proceeded to report on the use of the COVID funds received and how some of the funding is covering for the loss of rents in the Public Housing program, keeping in mind that all the monies need to be used by December 2020. Rents have leveled off and are on an upward trend, and the COVID funding will help sustain current levels of operations. The other item of note is an uptick in pest control since no regular treatments were being done because of the COVID-19 lockdown. Enough monies have been assigned to do initial treatments at all PHA units for roaches, fleas, bedbugs, etc. The chart reflects the full amount of the funding available for use as planned expenditures. The other note is planning COVID testing at all housing sites, working with Northern Lights Mercy Hospital and Portland Public Health Division. PHA is currently in discussions with these partners so arrangements are still in the works for the testing. A Blood Drive is also being co-sponsored by PHA with the Red Cross on July 19 at the Clarion Hotel and we have fill up all the available appointment slots (currently 38 people in total) for the drive. An op-ed was done by the contracted PR agency, Broadreach Public Relations, and another piece is in the works. They have been contracted for three months using COVID-19 funding.

Board members would like to know that if testing is being performed at the sites, what is the plan if a resident does tests positive for the virus. Is there room for temporary isolation in same unit or what resources would be available to the resident. Ms. Sessions says that a plan would be in place and managed on a case by case basis. The Board reiterates that it would be good to educate the residents about COVID-19 as part of the testing process and have resources available for them. Cheryl added that translators are being provided by the City of Portland and they may be to also coordinate with the City and make use of their available resources for assistance.

**8. Resolution: Approval of Project Based Voucher awards from RFP**

Ms. Sessions reminded the Board members of the RFP issued and she presented the proposed RFP winners. She reviewed the two submitted projects as listed in the resolution and the results of their review by the selection committee. Resolution as presented below:

**Approving of award of Project Based Vouchers pursuant to RFP, as follows:**

- Portland Housing Development Corporation (PHDC) for a new construction development containing 60 apartments located at 337 Cumberland Avenue in Portland, Maine. **PHDC requests 15 of the available PBVs** in support of securing financing from MaineHousing as well as to provide a variety of incomes in high quality, centrally located building projected to be occupied at the beginning of 2023.
- **AVESTA Housing requests 12 Project Based Vouchers** to aid very low-income families and individuals, including people with disabilities, at Valley Street Apartments. Valley Street Apartments will be a mixed-income building. Of the 60 total units, 80% (48 units) will be income restricted; 36 of those units will be designed for individuals or families at or below 50% of AMI and 12 units will be designated for individuals or families at or below 60% of AMI. The remaining 20% of the building (12 units) will be market rentals.

**Resolution # 3019**

Be it resolved by the Commissioners of the Portland Housing Authority that the above resolution as presented, be and hereby are approved.

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

**AYES**

Robyn Tucker, Chair  
Kristin Blum, Vice-Chair  
Christian MilNeil, Commissioner  
Monique Mutumwinka, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

**9. Re-positioning Update and Project Resolutions**

Mr. Waterman proceeded to present the resolutions for approvals to move forward on various project activities. He summarized and explained the details of the resolution regarding the 337 Cumberland Avenue Project:

**The resolutions for 337 Cumberland Ave. include:**

- Affirm approval of the submission to the Planning board on June 4, 2020

- Authority to apply for financing from City of Portland HOME, HTF and/or TIF, MaineHousing for various funding (LIHTC, potential State LIHTC, debt subsidy); FHLB Boston AHP funding,
- Authorizing PHA to provide Guaranties without Recourse to the assets of PHA

**Resolution # 3020**

Be it resolved by the Commissioners of the Portland Housing Authority that the submission of the 337 Cumberland Avenue Project to the City of Portland Planning Board, as presented, be and hereby are approved.

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

**AYES**

Robyn Tucker, Vice-Chair  
 Kristin Blum, Commissioner  
 Christian MilNeil, Commissioner  
 Monique Mutumwinka, Commissioner  
 Shirley Peterson, Commissioner  
 Tom Valteau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted. (complete resolution attached)

Jay proceeded to the details on the applications for financing of the 337 Cumberland Project, in conjunction with PHDC. The documentation also stipulates signature authorization to Cheryl Sessions as well as Jay Waterman.

**Resolution # 3021**

Be it resolved by the Commissioners of the Portland Housing Authority that the applications for financing of the 337 Cumberland Avenue Project, as presented, be and hereby are approved.

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

**AYES**

Robyn Tucker, Chair  
 Kristin Blum, Vice-Chair  
 Christian MilNeil, Commissioner  
 Monique Mutumwinka, Commissioner  
 Shirley Peterson, Commissioner  
 Tom Valteau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted. (complete resolution attached)



Jay proceeded to present the resolution for Phase 2 of the Front Street Project.

**Front Street Phase 2: Resolutions include:**

- Authorizing PHA to file A SAC Application with HUD for the disposition of Front Street Phase II;
- Authority to act as a co-signor with PHDC in filing for an AHP Loan with FHLBB and give limited Guaranty without Recourse to the assets of PHA;
- Authorizing PHA Option with PHDC for sale and PHDC Option with LP entity for long term lease.
- Authorizing formation of entities: New LLC. “Front Street Redevelopment Phase Two Company, LLC” New LP: “Front Street Housing Redevelopment Phase Two, LP”

This authorizes a co-application with PHDC to apply for loan. Two corrections need to be made in the final resolution – striking “Deputy” to accurately state Cheryl Sessions’ current title. Jay also reminded the Board the scope of work in Phase 2. The Board had previously approved the phase one for Front Street.

**Resolution # 3022**

Be it resolved by the Commissioners of the Portland Housing Authority that the above authorizations for the Front Street Project – Phase 2, as presented, be and hereby are approved.

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

**AYES**

Robyn Tucker, Chair  
Kristin Blum, Vice-Chair  
Christian MilNeil, Commissioner  
Monique Mutumwinka, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted. (complete resolution attached.)

Jay continued with the summary of the Harbor Terrace project resolution. It includes the approval to submit the Section 18 application to HUD, and the separation of parcel at Orange and Salem for later development. This resolution also needs a correction – strike “Deputy” to accurately list Cheryl Sessions’ title.

He added that all project summaries were emailed to the Board members prior to this meeting, requesting comments from the Board members on how to improve the report presentation and clarity.

**Harbor Terrace: Resolutions**

- Authorizing PHA to file A SAC Application with HUD for the disposition of Font Street Phase II;
- Authorizing PHA option to sell to PHDC; PHDC long term lease to LP entity

- To act as a co-signor with PHDC in filing for an AHP Loan with FHLBB and give limited Guaranty without Recourse to the assets of PHA;
- Apply for financing from City of Portland HOME, HTF and/or TIF, MaineHousing for various funding (LIHTC, potential State LIHTC, debt subsidy); FHLB Boston AHP funding;
- Authorizing formation of entities: New LLC and New LP.

**Resolution # 3023**

Be it resolved by the Commissioners of the Portland Housing Authority that the above authorizations for the Harbor Terrace Project, as presented, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted. (complete resolution attached)

**10. Resolution: Ratification and affirmation of all actions taken by the Board during the previous Fiscal Year ending June 30, 2020**

**Resolution # 3024**

Be it resolved by the Commissioners of the Portland Housing Authority that the ratification and affirmation of all action taken by the Board during the Fiscal Year ending on 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:

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

Chairperson declared said motion carried and said resolution adopted.

## **11. Meeting reminders**

- Finance Committee meeting is scheduled for Tuesday, July 21, 2020.
- Board meeting is scheduled for Thursday, August 6, 2020.

## **12. Adjournment**

With no other business on the agenda, Commissioner Christian MilNeil moves to adjourn the meeting, second by Commissioner Monique Mutumwinka. With a unanimous vote, the meeting is adjourned at 6:29 PM