

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

July 11, 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, Chairperson, at 5:55 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Mariar Balow, Chairperson Robyn Tucker, Vice-Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Shirley Peterson, Commissioner Thomas Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Real Estate Development Director Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	Monique Mutumwinka, Commissioner

**1. Resolution to approve the minutes of the board meeting of Thursday, June 6, 2019.**

**Resolution # 2950**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of June 6, 2019, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner 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  
 Kristin Blum, Commissioner  
 Chrstian MilNeil, Commissioner  
 Shirley Peterson, Commissioner  
 Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

2. Nominating Committee Report – Election of Officers

Commissioner Thomas Valleau has the floor. No nominating committee was created due to the consensus among the Board members to keep the current leadership team in space and provide stability during the transition of Executive Directors at PHA. Mr. Valleau thanked the Board members for their continued service and the officers for agreeing to stay on for another year.

3. Resolution: Electing Mariar Balow as Chair of the Board of Commissioners for Fiscal Year ending on June 30, 2020

**Resolution # 2951**

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Mariar Balow as Chair of the Board of Commissioners for Fiscal Year ending on June 30, 2020, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Shirley Peterson, 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	
Chrstian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

4. Resolution: Electing Robyn Tucker as Vice Chair of the Board of Commissioners for Fiscal Year ending on June 30, 2020

**Resolution # 2952**

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Robyn Tucker as Vice Chair of the Board of Commissioners for Fiscal Year ending on June 30, 2020, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner and second by Shirley Peterson, 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.

5. Resolution: Appointing Shirley Peterson as the Human Resources Committee Chair for Fiscal Year ending June 30, 2020

**Resolution # 2953**

Be it resolved by the Commissioners of the Portland Housing Authority that the appointment of Shirley Peterson as the Human Resources Committee Chair for Fiscal Year ending June 30, 2020, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner 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  
Kristin Blum, Commissioner  
Christian MilNeil, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

6. Resolution: Appointing Christian MilNeil as Chair of the Finance Committee for Fiscal Year ending June 30, 2020

**Resolution # 2954**

Be it resolved by the Commissioners of the Portland Housing Authority that the appointment of Christian MilNeil as Chair of the Finance Committee for Fiscal Year ending June 30, 2020, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner 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  
Kristin Blum, Commissioner

**NAYS**

None

Christian MilNeil, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

**7. Executive Director Search Committee Update**

Mr. Valleau presented the report from the ED Search Committee, as agreed by the balance of the committee members, Commissioners Shirley Peterson and Kristin Blum. The candidate search work has been completed and three final candidates are scheduled to be interviewed on Saturday, August 10, 2019. Packets with final candidate resumes and materials will be distributed to the remaining Board members and summary of the scoring will be provided. The choice of the final three was unanimous. The first round of interviews, held over Skype, had the same set of questions for all the candidates. The questions for the final round will also be provided in advance of the interviews. A special Board meeting is being held to complete the final selection of the Executive Director. The compensation packet to be discussed at the regular August 1, 2019 Board meeting, in Executive Session, in preparation for the final interviews and selection for the position.

- 8. Resolution: Approving Saturday, August 10, 2019 as the date for a special meeting of the Board of Commissioners for the purpose of conducting interviews of candidates for the position of Executive Director. Meeting will be conducted in Executive Session under Title 1 MRS Section 405(6)(D) due to matters of agency personnel.**

**Resolution # 2955**

Be it resolved by the Commissioners of the Portland Housing Authority that the special meeting of Saturday, August 10, 2019 as the date for a special meeting of the Board of Commissioners for the purpose of conducting interviews of candidates for the position of Executive Director, be and hereby are approved.

The above resolution was moved by Christian MilNeil, Commissioner 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  
Kristin Blum, Commissioner  
Christian MilNeil, Commissioner  
Shirley Peterson, Commissioner  
Tom Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

**9. Finance Committee Report**

Committee Chair Christian MilNeil was absent from the last Finance Committee meeting so Executive Director Mark Adelson presented the committee report. He presented the income and expense report for June 2019, the final month of the Fiscal Year. The committee also reviewed the budget for 100 State Street and recommended it for approval.

**10. Resolution: Ratification and affirmation of all actions taken by the Board during the previous Fiscal Year which ended on June 30, 2019**

**Resolution # 2956**

Be it resolved by the Commissioners of the Portland Housing Authority the ratification and affirmation of all actions taken by the Board during the Fiscal Year that ended 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><b>AYES</b></u>	<u><b>NAYS</b></u>
Mariar Balow, Chair	None
Robyn Tucker, Vice-Chair	
Kristin Blum, Commissioner	
Chrstian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**11. Executive Director’s Report**

Mr. Adelson started his report with an update on Portland’s asylum seekers situation. The PHA attempted to provide temporary housing to some of the families currently sheltered at the Expo Center by making use of the 47-49 Boyd Street property, currently vacant and waiting for rehab work to begin. Unfortunate, the use of the building was not approved but the City appreciated the agency’s attempt to aid in the relocation of some of the asylum families. He reminded the Board of the upcoming Finance Committee meeting on July 16 and the next regular Board meeting on August 1, with the additional special meeting on August 10, just approved earlier in the meeting. Human Resources Committee may need to be scheduled soon after that.

**12. RAD and Development Update**

Director of Real Estate Development Jay Waterman began his report with an update on the 47-49 Boyd Project. The Housing Committee at the Portland City Council recommended a grant for \$425,000 from the Housing Trust Fund. The rehab may start in the Spring, around March 2020, as they continue to work on building planning and design. The committee did decline to endorse

the monies for the Washington Garden RAD project as the start of work is still far out in the future. Front Street Redevelopment start is still on hold although all the monies have been awarded. At 58 Boyd Street, the building piles are in the installation process. The contractor has been drilling deeper than anticipated so install may take a little longer than anticipated.

Deputy Executive Director Cheryl Sessions updated the Board on the RAD projects. The pre-application for Washington Garden and Front Street has been submitted to MaineState Housing. The operating budgets for Washington Gardens are being completed, the design work is being finalized on Harbor Terrace and Riverton Park, and the voucher commitment letter is expected for 155 Anderson Street. Historical designation has been awarded to Franklin Towers (waiting on final confirmation letter) and work is being done to receive Tax Credits for Sagamore Village as well as Franklin Towers. Final plans on Front Street should be completed by July 23 – positive feedback from the recent workshop meeting, with a lot of focus on pedestrian safety provided by the curb extensions in the final design.

### **13. Adjournment**

With no other business to attend, Commissioner Christian MilNeil moved the meeting to adjourn, second by Commissioner Thomas Valleau. Meeting closed at 6:40 PM