

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

July 12, 2018

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 Shirley Peterson, Chairperson, at 5:40 PM.

PRESENT	ABSENT
Shirley Peterson, Chairperson Mariar Balow, Acting Vice-Chairperson Kristin Blum, Commissioner Faith McLean, Commissioner (call-in) Christian MilNeil, Commissioner Robyn Tucker, Commissioner Thomas Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Lourdes Alvarez, Administrative Support Specialist	N/A

1. Resolution to approve the minutes of the board meeting of Thursday, June 7, 2018.

Resolution # 2906

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of June 7, 2018, be and hereby are approved.

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

AYES

Shirley Peterson, Chair
 Mariar Balow, Acting Vice-Chair
 Kristin Blum, Commissioner
 Faith McLean, Commissioner
 Christian MilNeil, Commissioner
 Robyn Tucker, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Nominating Committee Report – Election of Officers

Nomination Committee Members were Shirley Peterson, Robyn Tucker, and Thomas Valleau. The slate of nominated officers was presented by Mr. Valleau. He addressed exiting Chair Shirley Peterson, honoring and appreciating the two years she has served as chairperson of the Board. Mariar Balow was nominated for Board Chair and she agreed to accept the nomination. Robyn Tucker was nominated as Board Vice-Chair and she has agreed to accept the nomination.

3. Resolution: Election of Chairperson for Fiscal Year ending June 30, 2018

Resolution # 2907

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Commissioner Mariar Balow as Chairperson of the Board for Fiscal Year ending June 30, 2018, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

4. Resolution: Election of Vice-Chairperson for Fiscal Year ending June 30, 2018

Resolution # 2908

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Commissioner Robyn Tucker as Vice-Chairperson of the Board for Fiscal Year ending June 30, 2018, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chair	None
Kristin Blum, Commissioner	
Faith McLean, Commissioner	

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

Chairperson declared said motion carried and said resolution adopted.

5. Resolution: Appointment of Human Resources Committee for Fiscal Year ending June 30, 2018

The Human Resources Committee members are Commissioners Shirley Peterson, Faith McLean, and Robyn Tucker. Also, the PHA Chair, Mariar Balow is an ex-officio voting member of the committee. Ms. Peterson is nominated to chair the committee.

Resolution # 2909

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Commissioner Shirley Peterson as Chair of the Human Resources Committee for Fiscal Year ending June 30, 2018, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

6. Resolution: Appointment of Finance Committee for Fiscal Year ending June 30, 2018

Finance Committee Members are Christian MilNeil, Thomas Valleau, and Kristin Blum. The PHA Chair, Mariar Balow, is also an ex-officio voting member of the committee. Christian MilNeil is nominated to remain at the Committee Chair. He has chaired the Committee for two years.

Resolution # 2910

Be it resolved by the Commissioners of the Portland Housing Authority that the election of Commissioner Christian MilNeil as Chair of the Finance Committee for Fiscal Year ending June 30, 2018, be and hereby are approved.

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

AYES

NAYS

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

7. Resolution: Authorization to submit application to the HUD Special Application Center for approval of the disposition of 0.48 acres of public housing land located at 58 Boyd Street in Bayside East (ME00300002) for purposes of developing new affordable housing.

Mr. Adelson explained that the application is for the disposition of the unoccupied building and land where the AMP 2 Property Management Office used to be located so there is no loss of Public Housing. The disposition needs to be completed in order to move forward with the development of the 58 Boyd Street Project as the funding is now in place and construction can start in the near future.

Resolution # 2911

Be it resolved by the Commissioners of the Portland Housing Authority that the Authorization to submit application to the HUD Special Application Center for approval of the disposition of 0.48 acres of public housing land located at 58 Boyd Street in Bayside East (ME00300002) for purposes of developing new affordable housing, 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:

AYES

NAYS

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

8. Finance Committee Report

Christian MilNeil presented the report from the last Finance Committee meeting. The search for new office space was discussed, with the vision of redeveloping 14 Baxter for affordable housing purposes. The fiscal year is ending well, with income stream and expenses within the planned budget amounts. The homeless shelter being built on the Westbrook/Portland cities lines was discussed, with the purpose of determining if PHA needs to take a position on the issues concerning the project. Mr. Adelson reported that Sagamore Village residents were present at the public hearing hosted by the neighborhood association meeting held recently concerning the project and representatives of the SV Tenant Council spoke up in opposition as representatives for the development. Area residents generally expressed a fear factor concerning with what currently goes on at the current shelter and the behavior coming over with the new shelter. It was explained to the residents that the homeless shelter being built is a different model from the current location and is not expected to bring the same problems as the current location. Project plans are expected to go to the City Council this fall.

As the Agency and the Board learn more about the project, members expect PHA may want to take a position in light of the effect the current location of the homeless shelter affects residents at Franklin Towers. Members agreed that none is needed at the moment but a softer position may be necessary taking into consideration the reaction of the neighborhood residents towards the new location for the homeless shelter. Mark will prepare a statement to be presented to the Board at the next meeting.

9. Resolution: Approval of Revised 2018 Capital Fund Program Budget

Adjustments have been made to the previously approved 2018 Capital Fund Project as \$750,000 more were received from HUD. Mark Adelson and Cheryl Sessions proceeded to address the changes made due to the increase in funding. She went over the report provided with the meeting agenda highlighting additional projects by AMP: 2 new elevators at Franklin Towers; roofing to be completed at Sagamore Village; mailboxes being replaced at Washington Gardens for more secure locked boxes.

Resolution # 2912

Be it resolved by the Commissioners of the Portland Housing Authority that the presented 2018 Capital Fund Program Budget, as revised, 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:

AYES

- Mariar Balow, Chair
- Robyn Tucker, Vice-Chair
- Kristin Blum, Commissioner
- Faith McLean, Commissioner
- Christian MilNeil, Commissioner
- Shirley Peterson, Commissioner
- Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

10. Resolution: Ratification and affirmation of all actions taken by the Board during the previous Fiscal Year

Mr. Adelson reminded the Board members of the purpose for this resolution as recommended by the attorney in accordance to the Board by-laws.

Resolution # 2913

Be it resolved by the Commissioners of the Portland Housing Authority that ratification and reaffirmation of all actions taken by the Board during the Fiscal Year ending June 30, 2018, be and hereby are approved.

The above resolution was moved by Thomas Valleau, 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
Faith McLean, Commissioner
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

11. Development Update

Jay Waterman proceeded to report on the 58 Boyd Street Project. The building design process is about 60% complete, with pricing for construction costs being estimated and working to level out financing options with the Northern New England Investment Fund.

The Front Street Project budget is being worked on and is within range of the requirements for financing by MaineHousing, and he also noted not all the financing is in place. He is in conversations with Portland Builders to get a second opinion on the construction costs as agreed to with the architects. Updated renderings have been requested to be presented in upcoming neighborhood meetings.

12. RAD Update

The RAD letter of intent was submitted to HUD in order to get the Agency onto the national waiting list. The application for the RAD program will be submitted in 60 days (by Sept 4). The financing plan is then submitted 120 days from the submission date. The final proposal will be presented to the Board at the August meeting. Right now, the plan is to submit for Sagamore Village first, followed by a senior housing project that would bundle Franklin Towers/Harbor Terrace/Washington Gardens together. A

meeting was held with Bedford Lending to discuss possible financing and funding options. Another phone meeting is being held with EAJ within the week (RAD consultant work being done on a contractual piggy back). The application is just a preliminary step in the process towards converting to RAD. Ms. Sessions explained the Agency needs to think strategically as the RAD process evolves. Mr. Waterman referenced a 2012 needs assessment done on the current housing stock to determine the order of conversion and mentioned the possible historical tax credits that could be leveraged to finance the Sagamore Village conversion.

13. Executive Director's Report

Mr. Adelson started his report with an update on the search for new office space. The agency is currently waiting for a response on the counter offer made on the initial property targeted. Other sites are being considered, all within Portland's city limits.

He mentioned two properties being offered by MaineHousing, which are being reviewed with Hardy Pond Construction, to assess costs to prepare them for habitation. These are being looked at as part of the 47-49 Boyd Redevelopment project in order to relocate current tenants in the building. MaineHousing would be the financing lender if Agency were to move forward with the purchase.

He also reported on a meeting held with residents at Franklin Towers with the Portland City Council. The meeting on July 9 was also attended by the Board Chair (Shirley Peterson). There were concerns expressed regarding the PHA annual plan and residents expressed the need to have a public meeting at Franklin Towers during the PHA annual plan review period. An extension of the security guard hours was also requested and the Agency will increase them temporarily and await results before making it permanent. Appreciation and thanks were expressed for the work being done to make Franklin Towers a safer place for residents.

He proceeded to review the upcoming meeting schedule for the Finance Committee (July 17), the Human Resources Committee (July 24), and the next Board meeting on August 2. He also announced plans to celebrate PHA's 75th anniversary at an event on Friday September 28, from 2-4 PM, at Sagamore Village.

The Executive Director's Review and Performance Evaluation has been postponed to the August meeting.

14. Adjournment

With no other business to attend, Commissioner Christian MilNeil moves to adjourn the meeting, second by Commissioner Thomas Valleau.

Meeting adjourned at 6:45 PM