

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

August 1, 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 5:51 PM.

PRESENT	ABSENT
Mariar Balow, Chairperson Robyn Tucker, Vice-Chairperson Kristin Blum, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Thomas Valteau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Trevor Nugent, Property Management Director Jay Waterman, Real Estate Development Director Tyler Plante, Development Officer Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	Christian MilNeil, Commissioner

Prior to the start of the meeting, Mark Adelson introduced recently appointed Resident Commissioner Monique Mutumwinka to the Board. She was born in Congo and raised in Rwanda. A professional trained dentist in her homeland, she was certified as a Dental Assistant after immigrating to the United States nine years ago. She currently works at a Portland Public School in the Multilingual Program. She recently has been working with the children of asylum seekers staying at the Expo Center.

Emily Mancini-Fitch introduced Scholarship Award recipient Natasha Hoffman to the Board. She will be graduating from USM in 2020, and recently started working with DHHS. She is a resident of Sagamore Village where she lives with her 15-year-old daughter. Ms. Hoffman recently traveled to South Africa as part of the USM leadership program. She has volunteered and worked at the Sagamore Village Study Center for many years as well as being involved in Invest Health. Emily also read letters from two other scholarship recipients; two sisters who wrote letters of appreciation which were read aloud for the Board members present.

1. Resolution to approve the minutes of the board annual meeting of Thursday, July 11, 2019.

Resolution # 2957

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the annual meeting of July 11, 2019, 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:

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Executive Director's Report

Executive Director Mark Adelson started his report with an update on 100 State Street. Much of the reserves are sitting in the Corporation (State Street Historical Preservation Corporation) due to the healthy return on the property at 100 State Street. Although this reflects well on the balance sheet, the monies are tied up in the bonds. A bond attorney has been consulted who has suggested refinancing the property to gain easier access to the funds attached to the bonds. The new financing may be presented to the Board as early as September for approval. The last time this was accomplished was in 2004. Lenders are being researched to apply for this refinancing.

Mr. Adelson continued his report with a brief summary of HUD's new voucher program (Foster Youth Initiative) for youth aging out of foster care to avoid homelessness. There will be a brief media press event at Sagamore Village on Friday at 10 AM to announce the initiative to the public.

He proceeded to review upcoming meetings with the Board members. The special meeting of August 10th is from noon to 6 PM. Robyn Tucker will be calling in; Monique Mutumwinka is unable to attend. The next Finance Committee meeting is on August 20, and the next regular Board meeting is on September 5 which is currently looking like it may be a long agenda. The Human Resources Committee will also be scheduling a meeting prior to the next Board meeting.

3. Development/RAD Update

Latoya Hunder has been hired to be the Transitional Relocation Specialist to assist the relocation of tenants through all upcoming projects. Front Street Redevelopment Project has received Planning Board for all 3 phases of the project. Full application for Tax Credits will be submitted to MaineHousing in September. The 58 Boyd Street construction is moving forward but there are issues with the pile depth, having to go much deeper than estimated for the building foundation. This will cause subcontractors delays and trigger cost over runs and use of contingency funding. There are approximately 10 days left in the pile drilling before moving on to the foundation pouring. The change order costs may be as high as \$180,000. On the 155 Anderson RAD conversion, the commitment document for the issuance of vouchers is currently

at HUD awaiting approval. Project is on tract for a closing on October 12. Energy assessments are in progress and are waiting on a revised report on the historical sites (Franklin Towers and Sagamore Village).

4. Finance Committee Report

Mr. Adelson proceeded to summarize what was discussed at the last Finance Committee meeting. Having a project dash board showing the projects status was recommended. Project based vouchers were also discussed in light of the RFP recently solicited and approved by the Board. He also explained the consultant fees in the RAD table provided with the agenda. No incoming expense report were presented as Finance Dept is currently working on the fiscal year-end report.

5. Search Committee Update

Mr. Valleau reminded the Board members of the special meeting for the interviews of the final candidates for the Executive Director position. He will be presenting the plausible hiring letter to be discussed during the upcoming executive session at which time resume packets will be distributed in preparation of the special meeting on August 10th. He also reminded the Board members that Mr. Adelson's review and compensation needs to be completed either tonight or at another Executive Session at the next Board meeting.

6. Resolution: Approval of items related to facilitate the Front Street Redevelopment Project, as appears on the legal resolutions prepared by Attorney Gary Vogel, and attached, including:

- Approval of the Option to Purchase Agreement granting to the Portland Housing Development Corporation the purchase of property from the Portland Housing Authority at 37 Front Street in Portland, Maine
- Authorization to serve as initial limited partner of the Partnership until construction loan closing
- Authorization to apply to MaineHousing for the allocation of Low-Income Housing Tax Credits, Rental Loan Program financing, and HOME subsidy

Real Estate Development Director Jay Waterman presented the above resolution from the PHA perspective, reviewing the option to purchase agreement, with PHA acting as the limited partner until the investing partners come in when the project reaches the appropriate stage. Also included is an authorization to apply for additional funding, in addition to the \$550,000 that were already awarded (EPA Brownsfield monies). He added that documentation should include authorization for both the Executive Director and/or the Deputy Executive Director have the power to sign all legal documentation on financing.

Resolution # 2958

Be it resolved by the Commissioners of the Portland Housing Authority that the above items related to the Front Street Redevelopment Project, be and hereby are approved.

The above resolution was moved by Robyn Tucker, 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
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

7. Resolution: Approval of items related to facilitate the Washington Gardens RAD Project, as appears on the legal resolutions prepared by Attorney Gary Vogel, and attached, including:

- Approval of the Option to Purchase Agreement granting to the Portland Housing Development Corporation the purchase of property from the Portland Housing Authority on Washington Avenue in Portland, Maine
- Authorization to join in an Option to Lease Agreement between PHDC and Washington Gardens LP
- Authorization to serve as initial limited partner of the Partnership until construction loan closing
- Authorization to apply to MaineHousing for the allocation of Low-Income Housing Tax Credits, Rental Loan Program financing, and HOME subsidy

Mr. Waterman explained that PHA is a co-sponsored for the Federal Home Loan Bank subsidy funding application and will also be involved in the leasing agreement of the property to the limited partnership.

Resolution # 2959

Be it resolved by the Commissioners of the Portland Housing Authority that the above items related to the Washington Gardens RAD Project, be and hereby are approved.

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

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

8. Resolution: Amending the approval to solicit proposals through an RFP for the allocation of Project Based Vouchers to facilitate the development of new affordable housing, increasing the number to be allocated from 40 vouchers to up to 60 vouchers

Mr. Adelson explained the table included in the agenda showing how many vouchers the agency has and what is the maximum amount PHA can use as PBV (30%). He reviewed how many vouchers are pending or under contract. In September, the Board will also review a commitment for Project Based Vouchers to the Front Street Redevelopment Project to supplement the HUD Tenant Protection Vouchers.

Mark explained his position on PBVs; they are community resources that assist in developing new affordable housing and aid in reducing homelessness. He mentioned some of the local projects that are interested in applying for vouchers via the RFP. The allocation will be determined once the proposals come in and are evaluated by the staff.

Resolution # 2960

Be it resolved by the Commissioners of the Portland Housing Authority that the amendment to increase the number of PBVs to be allocated from 40 vouchers to 60 vouchers, be and hereby are approved.

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

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

9. Resolution: Approval to go into Executive Session under Title 1 MRS section 405(6)(D) to discuss personnel matters relating to the Executive Director Position

Resolution # 2961

Be it resolved by the Commissioners of the Portland Housing Authority that the meeting goes into Executive Session under Title 1 MRS section 405(6)(D) to discuss personnel matters relating to the Executive Director Position, be and hereby are approved.

The above resolution was moved by Thomas Valleau, Commissioner and second by Mariar Balow,

Chairperson, and upon roll call, the ayes and nays were as follows:

AYES

Mariar Balow, Chair
Robyn Tucker, Vice-Chair
Kristin Blum, Commissioner
Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

Meeting exits Executive Session at 7:05 PM

10. Adjournment

With no other business to attend, meeting adjourned at 7:05 PM