

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

Thursday, August 2, 2018

The meeting of the Portland Housing Authority was held at the Portland Housing Authority, 14 Baxter Blvd, Portland, ME. Upon roll call, quorum is declared. Meeting called to order by Mariar Balow, Chairperson, at 5:35 PM.

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

**1. Resolution to approve the minutes of the Annual Board Meeting of July 12, 2018.**

**Resolution #2914**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the annual meeting of July 12, 2018, 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  
 Faith McLean, Commissioner  
 Christian MilNeil, Commissioner  
 Shirley Peterson, Commissioner  
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**2. Executive Director's Report**

A. Development Update

Development Director Jay Waterman presented slides on the Front Street Redevelopment Project. Currently waiting on final decisions on project's funding from the City of Portland HOME funds and the Housing Trust. The expected amount is approximately 1.4 million dollars between the two sources. The updated design specifications are placing costs at \$209,000/unit. Slide presentation featured the new rendering by UTILE and Carroll Associates for the proposed layouts of buildings and unit distribution within the buildings; currently at 10 home ownership units, 111 rental units. He reviewed the specifics on the building redesign, now a combination of two-story townhouses (home ownership) and three-story buildings (rental units). The renderings showed samples of the materials proposed to be used in the construction. Rental unit buildings shown are on West Presumpscott Street and townhouses with one-car garages on Illsley Street. Most of the townhouses will be two bedrooms with 1.5 baths. The mechanical room will be shared by the community center and one of the apartment buildings. Questions asked regarding the breezeway featured in the large building – what is the reason for the connection other than sharing mechanical systems? Rental units are a mix of 2, 3, 4, and 5 bedroom units. Approximately 110 parking spaces planned. Question also asked about the availability of garden space or raise beds and Mr. Waterman mentioned that the community gardens across the street from the development will be providing space for residents as they are expanding the gardening area. He asked for feedback from the Board about the building layout presented and the direction project is going in. A conservation easement with the City of Portland is providing the green space for a park. Green open space and a playground are being planned behind the community center. Board members were pleased with the site planning but expressed concern with the rendering lacking more detail. There was discussion regarding the siding options. Mr. Waterman also clarified that the flat roof can hold snow weight and allows for water to be captured for the rain gardens. Concerns were expressed regarding the space under breezeway becoming a smoking area. It is suggested that an area be specifically designed for the smokers so they won't create their own site. Question was asked about how the windows will function and if windows similar to the ones used at Bayside Anchor could be considered. More detail on the windows needs to be provided. Board also wants landscaping to have an adequate budget. For green space planning, Portland Trails is suggested as a resource, and a food forest was also suggested. The next step in the process is to get public reaction to the renderings. A meeting with City of Portland is planned and neighborhood meeting soon after that.

## B. Executive Director Update

Mr. Adelson updated the Board members on the 75<sup>th</sup> anniversary celebration event being planned for September 28<sup>th</sup> from 2 to 4 PM at Sagamore Village. A City of Portland Proclamation will be presented on September 17<sup>th</sup> at the City Council Meeting. Speakers being lined up for the event including Senator King, Major Strimling, and a HUD representative from the Boston office. Senator Talbot has proposed a State Legislative Proclamation.

Next meetings scheduled reviewed – Finance Committee on August 21 and Board meeting on September 6.

## 3. Finance Committee Report

Commissioner Christian MilNeil briefly reviewed items discussed at the last Finance Committee meeting, Items included the 100 State Street Operating Budget, updates on the 58 Boyd and Front Street Projects, and the proposed amendments to the Agency's Travel Policy.

#### **4. Employee Travel Policy Amendments**

Mr. Adelson presented an excerpt of the proposed Employee Travel rules to be added to the General Personnel Policies and Procedures from the document presented in the agenda packet. The new travel policy was created in order to better serve the staff when traveling for the agency. These amendments were presented at the last Finance Committee meeting and the one feedback received was to include an adequate amount for gratuities, in addition to the 20% maximum included in the meals per diem.

#### **Resolution #2915**

Be it resolved by the Commissioners of the Portland Housing Authority that the Amendments to the General Personnel Policies and Procedures Applicable to all Employees in regards to Employee Travel, 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><b>AYES</b></u>	<u><b>NAYS</b></u>
Mariar Balow, Chair Robyn Tucker, Vice-Chair Faith McLean, Commissioner Christian MilNeil, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner	None

Chairperson declared said motion carried and said resolution adopted.

#### **5. Commissioner's Travel Policy Amendments**

The Commissioner's Travel Policy is being amended to reflect the PHA Travel Policy just approved for the employees. The changes include an increase in the daily meal per diem, the additional gratuities, and the choice of making your own travel arrangements. Also, a clarification was added to the conference attendance and trainings, with a limit of one conference a year plus a commissioner training.

#### **Resolution #2916**

Be it resolved by the Commissioners of the Portland Housing Authority that the Amendments to the Commissioner's Travel Policy as presented, 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**

**NAYS**

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

None

Chairperson declared said motion carried and said resolution adopted.

**6. RAD Update**

Deputy Executive Director Cheryl Sessions distributed documentation to the Board members prior to her presentation. As previously discussed, the Agency had submitted a letter of intent to HUD and they have reached out to the Agency with the go-ahead for the application. The deadline given by HUD is September 4. The submitted application would be for either a project or a portfolio application listing all the properties and planned projects under the RAD program. The Agency intends to file a portfolio application. She reviewed the steps as presented in the handout. The planned portfolio application phases include all the properties except for Front Street as it is currently under demolition guidelines. Once the program space is reserved, a finance plan would need to be submitted, followed by the project planning. The initial process takes about a year to complete. High rises may be Phase 1. Properties that may earn historic tax credits, like Sagamore Village, would be part of Phase 2. East Bayside would be Phase 3 as it may take multiple phases to complete and more complex to plan out. There is the potential of increasing current unit count in every phase. The application becomes a place holder in the program line for HUD, as the Agency continues to plan and evaluate the program’s potential.

Plans are in place to engage a RAD consultant in the process (contract candidates are being made available via a piggy back bid on two reputable consultants). The full Feasibility Study on Phase 1 may cost approximately \$100,000. Board members suggest having a conversation with Joe Wishcamper on his experiences with the RAD program. Another suggestion is to meet with other housing authorities, in and out of state, and find out what their experiences are with the RAD program. Resident meetings have started as there needs to be two resident meetings at each property before the application deadline. Under RAD, subsidies will convert from Public Housing to Project based vouchers that stay with the units. Choice mobility would be an option after one year of habitation, which would allow residents to apply for a regular S8 voucher. Board suggests speaking with the City Manager and the Housing Committee in Portland to advise them of the agency’s plan and get them on board. A GAP analysis is being planned to determine the costs and income stream at the planned RAD conversions. The Strategic Vision Plan is being revisited to cross check if the planned unit count increases are in line with the zoning changes that have occurred since the plan was formulated.

**7. Resolution to approve RAD application**

Resolution presented to the Board for the RAD application process (see handout) – circling back around in six months to the Board on the process. It is a possible fundamental change to the agency. Vote took place after typo was pointed out and corrected.

**Resolution #2917**

Be it resolved by the Commissioners of the Portland Housing Authority the authorization to submit an application to HUD under the Rental Assistance Demonstration (RAD) Program, 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><b>AYES</b></u>	<u><b>NAYS</b></u>
Mariar Balow, Chair	None
Robyn Tucker, Vice-Chair	
Faith McLean, Commissioner	
Christian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**8. Executive Session**

Vote for meeting to go into Executive Session to complete the executive director’s performance evaluation.

**Resolution #2918**

Be it resolved by the Commissioners of the Portland Housing Authority that approval to go into Executive Session under Title 1 MRS Section 405(6) (D) to discuss personnel matters relating to the Executive Director’s Performance Review, 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:

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

Chairperson declared said motion carried and said resolution adopted.

## **9. Additional agenda items**

With no more business on the agenda, meeting ended at 7:55 PM