

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

August 6, 2020

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Meeting was held via GoToMeeting. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Chairperson, at 5:35 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Robyn Tucker, Chair Kristin Blum, Vice-Chair Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Thomas Valleau, Commissioner Cheryl Sessions, Executive Director Jay Waterman, Real Estate Development Director Trevor Nugent, Director of Property Management Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	N/A

**1. Public Comment – Scholarship Recipients**

Emily Mancini-Fitch, Resident Services Managers, presented Christina Donata, one of the 2020 PHA Scholarship recipients, who expressed her thanks in receiving the scholarship and is extremely thankful for the opportunities this award offers in the future. Public Comment: Recognize Emily Fitch and one of the scholarship recipients (Christina Donato). She is thankful for receiving the scholarship and the opportunities it will offer for her future education. Ms. Donato is planning on visiting med schools as soon as the current pandemic allows it. Ms. Fitch shared thank you notes from other scholarship recipients who were unable to join the meeting. Mohamed Abdurahman was very thankful of receiving the news of the scholarship award. Diane Mutoni is very grateful for the support and opportunity offered by the scholarship. Minka Ineza expressed profound gratitude and thankful to be a recipient of such a generous scholarship and the doors of opportunity it will open. Sisters Elwaad and Atia Werah are immensely grateful to be recipients of this scholarship that allows them to continue their educational studies.

The Board members offered their congratulations to the award recipients and share in the joy of hearing about their accomplishments and are very proud of the future they are building, advancing their education and pursuing their dreams.

2. Resolution to approve the minutes of the Annual Board meeting of Thursday, July 2, 2020.

**Resolution # 3025**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of July 2, 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, 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.

3. Resolution to approve the Finance Committee report

Christian MilNeil stated he missed the beginning of the finance committee meeting, so he asked Kristin Blum to assist in presenting the Finance Committee report. There was no end-of-month report because FY 20 is in the process of being closed. Christian summarized the project summary for concept development reports and suggested how approval would be handled throughout the projects. The committee members backed approving the 337 Cumberland Avenue Project but they stated that more time was needed to evaluate the conceptual design on the rest of the projects in order to consent project approvals. Money transfers from SSHPC were also backed by the Finance Committee for use in the upcoming property redevelopments.

Thomas Valleau asked for an amendment to the Finance Committee minutes, in regards to the sale of the property at 37 Illsley, stating that the sale price of \$125,000 is too low and the Board members concurred with the change. Ms. Sessions added that the property will be appraised prior to Section 18 application and sold for on or about that price when doing a Fair Market Value sale.

**Resolution # 3026**

Be it resolved by the Commissioners of the Portland Housing Authority that the Finance Committee Report, with the amendment to the meeting minutes, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner and second by Kristin Blum, 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 Valleau, Commissioner

**NAYS**

None

Chairperson declared said motion carried and said resolution adopted.

**4. Resolution to accept the resignation of Commissioner Mariar Balow, effective immediately.**

Ms. Sessions presented the letter of resignation from Commissioner Mariar Balow to the members of the Board, as included in the meeting agenda packet. Once the resignation is approved by the Board, a copy of the letter will be sent to the City Clerk with a request of naming a new Commissioner to the Board.

The Board members accepted the resignation, expressing their gratitude for Ms. Balow's work and years of service to the Board and the Agency.

**Resolution # 3027**

Be it resolved by the Commissioners of the Portland Housing Authority that the resignation tendered by Commissioner Mariar Balow, 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:

**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.

**5. Executive Director's Report.**

Ms. Sessions presented her report. She updated the Board members on the COVID-19 expense report and where the Agency current stands financially; no rent losses have been taken from the COVID funding as she is waiting on other expenses that may need to be covered prior to rent losses. Also, pest control 'actual' expenses are not reflected yet, and the Agency has not taken

delivery on two vehicles ordered. She is confident that the monies are being well spent.

There is a second round in the CARES funding, specifically for the HCV program and agency maybe in line to receive more funding. The rent decreases have reached a plateau and monies have been coming in at a very steady pace, and the trend is expected to continue.

In cooperation with various partners, the Agency has been offering COVID-19 testing to the residents. Translators have been available to educate residents on the pandemic and the testing process. Testing at Sagamore Village was very successful, but at Riverton Park not many residents came out to be tested. Although health works and volunteers went around the neighborhood letting residents know about the testing, not many were willing to come out. When asked, many residents expressed wanting to be tested at home, not at a gathering place. The good news is that only one positive result has returned from the testing already completed.

She summarized the efforts focused on increasing the amount of lease ups in the HCV program.

The management/ownership of Bayside Anchor has been transferred and the resident files are being audited by the bank. Trevor Nugent and Brian Frost have been working with the Property Manager and office staff on providing the needed information for the audit. Mr. Nugent shared about unsigned documentation on some files concerning the annual recertifications. Files will be cleaned up in the process and will be ready for the upcoming MaineHousing 2021 planned audit. Mr. Frost has been a great asset in getting the files up to date. The building currently has three (3) vacant units, with a 4<sup>th</sup> one coming up, and all are in the process of being leased.

Because of the issues presented during the Bayside Anchor transfer, the management agreements for 58 Boyd Street were tighten up to prevent similar issues in future management transfers. The Board members suggested if an internal audit should be done at regular intervals, and Mr. Nugent added that is already in the works. Ms. Sessions added that the Board will start seeing financial reports on Bayside Anchor by next month's meeting.

Cheryl reminded the Board members to return their signed conflict of interest forms to the office. She shared an update on the work being done to complete the Board website.

The limit of number of meetings held by remote access listed in the by-laws was discussed. Question was asked if there was legislation at the state level that would overwrite the clause in the Board by-laws. The consensus is that an update to the by-laws would be appropriate and Cheryl will submit request to the Agency's lawyers and amendment will be brought up for Board approval in next month's meeting.

She updated the Board on the new staff hires at the Agency – the FSS coordinator position has been offered and the balance of the open positions are in recruitment. Cheryl ended her report with a reminder of the next Board meeting on September 2<sup>nd</sup> and Finance Committee on August 18<sup>th</sup>.

**6. Development and Repositioning Report.**

Mr. Jay Waterman presented the project summaries, starting with the project narratives. A timeline has been added to show milestones achieved and upcoming achievement goals.

**A. 337 Cumberland Avenue**

Approval for City of Portland funding and a TIF was just received for the 337 Cumberland Avenue Project. The construction period is expected to be about 14 months. He continues reviewing the project, highlighting the comparisons with the Strategic Vision Plan and previously completed approvals. Agencies goals and achievements are also compared in the project summary. An analysis of the current zoning regulations is also included. He pointed out the cash flow chart but did mention the inability to provide past tax credit reports as the Agency is just getting into tax credit property management and this will affect the number of points awarded in financing applications. Mr. Waterman reminded the Board members that these summaries are a snapshot in time so changes are expected; for example, the possible loan listed for YFO may not be needed as they may have other funding sources to pay for the acquisition costs. Board members concurred with the design of report and the information it provides but want assurances of being kept up to date as changes occur and summaries are updated, which can be done on a regular basis.

**Resolution # 3028**

Be it resolved by the Commissioners of the Portland Housing Authority the approval of the 337 Cumberland Project, as set forth in the summary, 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:

**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.

**B. Washington Gardens**

Mr. Waterman continued his presentation with the summary of the Washington Gardens Project. Question is asked on closing of loan and construction, the summary shows bidding in Fall 2020 for construction to start in Fall 2021? Jay states that construction is estimated to take 18 months, so the completion date needs to be moved up to 2022. Financing is expected to be closing in

November 2020 as the final pieces of the project funding are being completed. The project is showing financial feasibility, with 80% of units going into HAP contracts, which will attach Project Based Vouchers (PBVs) to the units, adding monies to the construction bottom line. Mr. Waterman reviewed the Proforma cash flow, including the cost of related fees.

The Board members asked if other opportunities for development are being preserved for future housing projects. For example, if zoning changes, could it provide such an opportunity? Jay clarifies that ownership would be with PHDC, not the LC. Cheryl also added that according to what she learned at a recent workshop she attended on 15-year tax credits and is planning on speaking with the lawyer on the options available on such opportunities while protecting the Agency's investment.

### **Resolution # 3029**

Be it resolved by the Commissioners of the Portland Housing Authority the approval of the Washington Gardens Project, as set forth in the summary, 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:

#### **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.

### **C. Harbor Terrace**

Jay continued his presentation with the Harbor Terrace Project, which includes the separation of the corner lot located at Orange and Salem for future development. Capital funds are being used to complete elevator work here and at Franklin Towers. This project has the potential for a noncompetitive 4% tax credit, with loan closing in Fall 2021. The plans are currently following the Strategic Vision Plan. The building does have its challenges, with ventilation and water piping in need of updating. The units are in good condition, but the surrounding infrastructure needs work. There is the possibility of an additional 16 units on the Salem and Orange site. He reviewed the Proforma and cash flow on the project, as well as the high predevelopment costs that have been estimated and expected. These will probably be paid back in the closing of the construction loan. Site plans shows changes to entrance and parking lot. The focus right now is the modernization of the building infrastructure. (There is no cost to PHDC and the 6 million would create the tax credits that will pay themselves via a bank note.)

After discussion among Board members, the consensus is to table the resolution to allow time to provide clarity on the actual project costs after elevator work is completed using Capital Funds. Motion to table the resolution moved by Commissioner Tom Valleau, second by Commissioner Christian MilNeal.

Vote to table discussion of the Harbor Terrace Project Summary, in the affirmative with Board Chair Robyn Tucker abstaining. The motion is carried and passed.

#### D. Riverton Park

Mr. Waterman continued with the presentation of the Riverton Park Project summary, which includes the addition of a new community center and maintenance buildings. Major renovations are needed in all these units. Many of the current vacancies at Riverton Park are being used to complete the relocation of Front Street residents in order to move forward with Phase 1 of the Front Street Project. Conceptual designs have been completed for Riverton Park. The HUD application is pending and ongoing, waiting on approval. The planning board submission will be intensive because of the addition of the new buildings and the updates these will bring to the site. The loan construction closing is expected in the Fall/Winter of 2021. Construction is estimated to take 20 months. Many of the five-year agency plan goals are being met by the current project plans. Riverton Park sits on 20 acres of land in an R5 zone so there is always the possibility of adding units as part of a future redevelopment opportunity. He reviewed the tax equity and Proforma cash flow. There maybe no need for subsidy for this project and it will be a great source of income once the renovations are completed. High pre-development costs are expected due to the addition of the new buildings and the costs associated with the planning board process. He reviewed the conceptual drawings and did comment that the paint colors will be adjusted to reduce the brightness currently shown in the drawings. The colors were being used to distinguish the difference pieces of the community center (office, study center, etc.)

A Board member mentioned the upcoming area rezoning approved by the City Council, which removes the off-street parking requirements for areas within half miles of transit stops. These changes will come to affect all the PHA properties. Cheryl reminded the Board that they affirmed this project in June. Another Board member said that “connectivity” is also something they want addressed. Jay mentioned the surrounding industrial areas, the terrain and the wetlands, which brings its own challenges to changes in connectivity, but there may be the possibility of providing more pedestrian walkways with sidewalks or additional trails, but street connectivity would be difficult to attain if more units are added. Cheryl said if the Board needs more than what the staff is doing, they may need to go to a third firm for project design ideas; to get some fresh eyes on the project and see what new ideas may be generated. They also plan on reaching out to Wellesley Estates and see if they are open to selling to the Agency. Jay adds that they may reach out to other urban planners for fresh ideas on the project.

The Board members concur to table the approval of the Riverton Park summary for another month to give the Agency staff the time to explore improvements to the current plans. Commissioner Christian MilNeil moves to table the resolution, second by Commissioner Kristin Blum.

Vote to table discussion of the Riverton Park Project Summary, in the affirmative with Board Chair Robyn Tucker abstaining. The motion is carried and passed.

## 7. Meeting Adjournment

With no other business on the agenda, Commissioner Tom Valleau moves to adjourn the meeting, second by Commissioner Christian MilNeil.

With a unanimous vote, meeting ended at 7:05 PM