

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

September 5, 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.

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 Jan Bosse, Director of Housing Services Linda Ballew, Manager of Special Programs Jay Waterman, Real Estate Development Director Tyler Plante, Development Officer Lourdes Alvarez, Administrative Support Specialist	Christian MilNeil, Commissioner

1. Resolution to approve the minutes of the meeting of Thursday, August 1, 2019.

Resolution # 2962

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the annual meeting of August 1, 2019, be and hereby are approved.

The above resolution was moved by Shirley Peterson, Commissioner and second by Monique Mutumwinka, 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 Valteau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Executive Director's Report

Mr. Adelson opened his report with commentary on the discriminatory video taken in Riverton Park. An email was sent to the Board and they shared their thoughts on the situation. Monique was out of state at the time of the incident, so she has not spoken with neighbors in regards to it. Some neighbors are concerned with their safety. Police, staff, and the Boys and Girls Club are involved addressing the situation. Agency staff will provide update on any media contact or if additional commentary is needed.

He shared the newly released Fair Market Rents (FMRs) that become effective on October 1, 2019. The rent amounts were reduced which means the PBVs will bring in less admin fees and revenue. This affects the new lease ups, not the currently leased units. PHA is considering challenging the change and will have support from the South Portland and Westbrook housing authorities. A new survey will probably be necessary to submit challenge into HUD. PHA has touched base with the consultant who did the work back in 2017, as electronic data cannot be used to challenge FMR issued by HUD. If challenged, new FMRs would not be effective until Jan 2020.

Mr. Adelson shared that the Franklin Towers Tenant Council is planning a 50th anniversary dinner and that Board members should expect an invitation to the event which is scheduled for Sept 28, 2019.

To finalize his report, he reviewed upcoming meeting dates for the Finance Committee on September 17, and the next Board meeting on October 2.

3. Finance Committee Report

Mr. Adelson proceeded to summarize what was discussed at the last Finance Committee meeting. Development was the focus of the meeting. Dashboard was created to be able to follow the progress of projects. State Street budget was also discussed.

4. Resolution: Approval of items related to the Harbor Terrace RAD Project, as appears in formal resolution, attached, prepared by Attorney Vogel, including:

- Approval to enter into an Option to Purchase Agreement granting Portland Housing Development Corporation the option to purchase property from the Portland Housing Authority on Danforth Street and Emery Street
- Authorize PHA to join in an Option to Lease Agreement between PHDC and Harbor Terrace, LP
- Authorize PHA to serve as initial limited partner of the Partnership until construction loan closing

Real Estate Development Director Jay Waterman explained to the board the Harbor Terrace RAD conversion approvals from the perspective of PHA, also adding the option of Section 18 Demo Disposition and the amendment that all documents can be signed by either the Executive Director or the Deputy Executive Director, in this case, Mark or Cheryl. He also added that the

Option allows for flexibility to which program to apply for that will provide the most financing for the project.

Resolution # 2963

Be it resolved by the Commissioners of the Portland Housing Authority that the above stated resolution, be and hereby are approved.

The above resolution was moved by Kristin Blum, Commissioner and second by Robyn Tucker, 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 Monique Mutumwinka, Commissioner Shirley Peterson, Commissioner Tom Valleau, Commissioner	None

Chairperson declared said motion carried and said resolution adopted.

5. Resolution: Approval of items related to the Riverton Park RAD Project, as appears in formal resolution, attached, prepared by Attorney Vogel, including:
- Approval to enter into an Option to Purchase Agreement granting Portland Housing Development Corporation the option to purchase property from the Portland Housing Authority on Riverton Drive and Springbrook Way
 - Authorize PHA to join in an Option to Lease Agreement between PHDC and Riverton Park, LP
 - Authorize PHA to serve as initial limited partner of the Partnership until construction loan closing

Mr. Waterman explained to the board the Riverton Park RAD conversion approvals from the perspective of PHA, adding the option to submit applications either under RAD or Section 18, adding a ground lease with PHA, and the amendment that all documents can be signed by either the Executive Director or the Deputy Executive Director. He also noted that the project is adding a community center so permits for land development will be needed for Planning Board Site Approval.

Resolution # 2964

Be it resolved by the Commissioners of the Portland Housing Authority that the above stated resolution, be and hereby are approved.

The above resolution was moved by Shirley Peterson, 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.

6. Resolution: Approval of items related to Front Street Redevelopment Project, as appears in formal resolution, attached, prepared by Attorney Vogel, including:

- Approval of an allocation of up to 40 Section 8 Project Based Vouchers for Phase 1, ensures the project achieves 40 units of fully subsidized permanently affordable housing
- Authorize an amendment to the Option to Purchase Agreement to fund the payoff of the EPC debt in the amount of \$64,124 as part of the project's seller cost budget
- Authorization to submit application to the HUD Special Application Center (SAC) under Section 18 for project implementation and receipt of Tenant Protection Vouchers

Mr. Waterman explained the above resolution, reviewing the seller costs, the allocation of project-based vouchers to guarantee 40 units of permanently affordable housing, and the approval to apply for Tenant Protection Vouchers under HUD Section 18.

The agency is applying for 50 tenant protection vouchers for Front Street; some PBVs may be held in case not all residents return to keep the number of affordable units at 50 in that development.

Resolution # 2965

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 Shirley Peterson, 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

NAYS

None

Monique Mutumwinka, Commissioner
Shirley Peterson, Commissioner
Tom Valteau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

7. Resolution: Approval of allocation of Section 8 Project Based Vouchers as follows:

- Community Housing of Maine – 25 PBVs for the 83 Middle Street Project
- Avesta Housing – 5 PBVs for the Unity Village Project
- Developers Collaborative – 23 PBVs for the 66 State and Phoenix at Danforth
- Portland Housing Development Corporation – 7 PBVs for the 47-49 Boyd Street Project

The proposed allocation request was presented by Jan Bosse, Linda Ballew, and Mr. Adelson. Five proposals were submitted related to the RFP issued for a total of 95 PBVs requested; 60 were approved for distribution. Two projects are applying for 9% tax credit so approval was needed to submit their tax credit applications at the end of the month. He reviewed the proposals submitted, amount of PBVs requested, and how many were recommended to be allocated. (See summary report to get numbers into the minutes). All proposers are experienced and responsive. He reviewed the memo and executive summary attached to the agenda packet. He summarized the details of each development. He explained the reasoning behind the suggested awards. A commitment letter would be issued upon approval, but the vouchers would not be allocated until construction starts. He reviewed the voucher chart showing what is available and what is in currently in use. The one project that not recommended for an allocation was Munjoy South submitted by LIHC. Although recognized subsidies are need by some of the current tenants, the proposal was incomplete.

A scoring metric was used to come up with the recommended decisions presented to the Board. Rooming units or SROs also qualify for subsidy but receive less subsidized monies. Finally, an allocation is being committed to 47-49 Boyd which is being renovated and unit number is going from 9 to 12. Unity Village was the only one with family units, besides the 47-49 Boyd project. CHOM has great experience serving the handicap and homeless population. Demand for efficiency and one-two bedroom units is increasing. There would be a time limit on getting the project completed to receive the PBVs. Board asked for a review of how many families are being serviced in comparison with single folks or couples.

Resolution # 2966

Be it resolved by the Commissioners of the Portland Housing Authority that the allocation of Project Based Vouchers listed above, be and hereby are approved.

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

AYES

NAYS

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

None

Chairperson declared said motion carried and said resolution adopted.

8. RAD Development Update

Cheryl Sessions gave an update and status of the RAD projects. RAD will be addressing the under used units and are currently right sizing the families by transferring them to other units and completing reasonable accommodations that would allow for vacancies that will help move the projects forward. This is the case with the Riverton Park Project. Also, some of the handicap accessible units are large bedroom sizes because the bathroom is on the first floor. Some units would be converted to flats to better serve the handicap community.

- 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 # 2967

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 Shirley Peterson, Commissioner and second by Robyn Tucker, Commissioner and upon roll call, the ayes and nays were as follows:

AYES

NAYS

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

None

Chairperson declared said motion carried and said resolution adopted.

Meeting entered Executive Session at 6:50 PM

Meeting exits Executive Session at 8:05 PM

10. Adjournment

With no other business to attend, meeting adjourned at 8:10 PM