

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

October 3, 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 5:35 PM.

PRESENT	ABSENT
Mariar Balow, Chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner Monique Mutumwinka, Commissioner Thomas Valleau, 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 Sulemana Samare, USM Public Policy Grad Student Mike Kelley, Reporter, Forecaster	Robyn Tucker, Vice-Chairperson Shirley Peterson, Commissioner

1. Resolution to approve the minutes of the meeting of Thursday, September 5, 2019.

Resolution # 2968

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of September 5, 2019, be and hereby are approved.

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

AYES

Mariar Balow, Chair
 Kristin Blum, Commissioner
 Monique Mutumwinka, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

Commissioner Christian MilNeil was absent for this vote.

2. Executive Director's Report

Mark Adelson opened his report with an update on 14 Baxter Blvd projects, with the building boiler in process of being replaced and the parking lot recently repaved and lines repainted. A contract has been signed for an insurance broker and consultant after completed a request for proposals (RFP) – Clark Insurance who are very well versed in the area of insurance. The Fair Market Rents (FMR) recently issued by HUD are being challenged by PHA due to amounts for some unit sizes going below 2017 levels. The challenge letter was sent by the 9/30 deadline, in conjunction with Westbrook Housing and South Portland Housing Authority. Market Vision Partners, who did the previous challenge work in 2017, has been contracted to work on the challenge details. If successful, the new FMRs would not be effective until January 2020.

In other news, Franklin Towers celebrated their 50th anniversary with an event last Saturday organized by the Tenant Council that had an excellent turn out (80 in attendance). An RFP is being issued for an appropriate business and financial plan to be in line with the changes happening at the agency, including 100 State Street. The plan will also include an organizational chart as well as a financial modeling chart. Re-financing process is moving forward for 100 State Street. Proposals were requested by the consultant and a matrix will be presented at Finance Committee meeting on October 15th and will then be presented to the full Board prior to final approval. Proposals for 100 State will also be reviewed at next Finance Committee meeting. The next Board meeting is scheduled for November 7.

3. Development/RAD Update

Jay Waterman started his update with pictures from the 58 Boyd Street Apartments project. The site is getting ready for winter conditions. The first foundation has been poured and tomorrow the second foundation will be poured. The stairwell tower and elevator shafts are up. The foundation piles went deeper than anticipated so the change order costs are being negotiated. The additional cost caused by delay on the piles went down to \$182,000 from \$230,000. The contingency is now at \$150,000 for the rest of the project.

The tax credit applications (at 9%) for Phase 1 of the Front Street Redevelopment Project and the Washington Gardens RAD conversion were submitted to MaineHousing and results are expected by the end of November. The Affordable Home Program (AHP) application for 47 Boyd Street Apartments has also been submitted to the Federal Home Loan Bank of Boston, and the project has received funding approval from the City of Portland. As required by the Planning Board, a neighborhood meeting is scheduled for October 16th at the Bayside Anchor Community Room at 6 PM. This project is going directly to public meeting, as the Planning Board determined there was no need for a project workshop.

Mr. Waterman and Tyler Plante attended a conference on historic tax credits in St. Louis and learn how to use them for future projects and how the deals work with this type of tax credit. These tax credits could apply to Franklin Tower and Sagamore Village RAD conversions and could be combined with low income housing tax credits.

Cheryl Sessions provided the RAD update report. She started with 155 Anderson Street which is set to close on October 25. The legal documentation has been reviewed and accepted by HUD. The adjoining lot at 165 Anderson was originally going to be included but instead Section 18 will be applied to that lot. The Washington Gardens project is on track with the Section 18 SAC application rather than using RAD. The Riverton Park Project is progressing with the design; although roofs are a key issue, but the structural wall are in good shape. This project may go Section 18 as well to allow for a higher voucher rent. Section 18 brings additional rental income from the full amount of Project Based Vouchers (PBV) which in turn would allow for a higher debt load. At the Harbor Terrace project, building insulation is being reviewed as the building currently has none.

4. Resolution – Authorizing participation in the HUD Foster Youth to Independence Initiative and accept up to 25 Housing Choice Vouchers (HCVs) annually for implementation of this program

Mr. Adelson introduced the resolution geared towards assisting young adults aging out of foster care. The agency would qualify for up to 25 HCVs for the implementation of the program. Director Jan Bosse filled in the details on how the program would work. Most referrals would come from DHHS. Referred young adults could be 18 or 21 years of age. The Teen Center at Preble Street would be the other referral source and would also provide support services for referred clients. These HCVs would be tenant protection vouchers that would only last 3 years. Agency cannot exceed 25 new clients per year under this program. A memo of understanding is being worked on with DHHS Child and Family Services. Supportive services would also be provided by Goodwill of New England.

Resolution # 2969

Be it resolved by the Commissioners of the Portland Housing Authority that the participation of PHA in the HUD Foster Youth to Independence Initiative and the acceptance of up to 25 HCVs annual for the implementation of the program, be and hereby are approved.

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

AYES

Mariar Balow, Chair
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

5. Finance Committee Report

It is early in the fiscal year and expenditures are on track. Income is up; and expenses are down. Most of the discussion was the refinance of debt at 100 State Street at a lower rate and improving access to reserve funds. The value of the property can be leveraged to increase cash flow to other development projects. The Committee requested a list of projects with expenses to see how much debt the agency want to incur while bringing more cash flow in. Coastal Resiliency was briefly discussed at the meeting for application to be considered for the Bayside area.

6. Policy Discussion: Future Parking Lot Development in PHDC/Tax Credit Projects

Commissioner Christian MilNeil presented the parking policy proposed for future developments as these are very valuable assets in the Agency portfolio. The parking lot maintenance costs are high so parking fees should be considered. The goal would be to generate income and create an environment where non-vehicle owners are not subsidizing spots for vehicle owners. The proposal would separate parking lots from the land where the buildings sit. Caveats may need to be added to provide a balance with operational costs and the feasibility of future projects. Proposal contains good public policy, but the financial side may not work with all future projects. The parking lots should also be preserved for future development opportunities. The PHA staff revisions were reviewed by the Board members. Details would be helpful to have when presenting projects to the City of Portland Planning Board. After discussion, there was some consensus among the Board members with the PHA staff edits. It was also stated that vehicles can be helpful for families as it can provide for better job opportunities as well as improved mobility. Motion to accept policy with staff revisions as presented will be tabled for a future meeting, after changes are incorporated into the proposed policy.

7. Resolution: Approval of Agency's Criminal History Record Information Policy

Approximately 110-130 background checks done annual at the Agency are performed via FBI fingerprinting. The system first checks Portland Police Department records. If something is seen in this report without details, then a National fingerprinting check is done to capture the missing details. The FBI performed an audit of the Agency's procedure and requested a policy to be adopted so criminal records are properly managed. Mr. Adelson reviewed the policy provided in the agenda packet with the Board members. The scanner and software currently used work well, with results becoming available in about 2 hours. There would be no additional costs with new policy as current procedure will stay in place. All criminal records are shred once process is completed. Board members wants to make sure insurance coverage is appropriate for any data breach. After discussion, on correction was requested on the PHA boiler plate on page 3 of the draft policy presented.

Resolution # 2970

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Criminal

History Record Information Policy, be and hereby are approved.

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

AYES

NAYS

Mariar Balow, Chair
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

8. 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 # 2971

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 Mariar Balow, Chair and second by Christian MilNeil, Commissioner and upon roll call, the ayes and nays were as follows:

AYES

NAYS

Mariar Balow, Chair
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

Meeting entered Executive Session at 6:40 PM

Meeting exited Executive Session at 7:05 PM

9. Resolution: Approval to offer Executive Director position to Cheryl Sessions at a salary of \$130,000/year.

Resolution # 2972

Be it resolved by the Commissioners of the Portland Housing Authority that the position of Executive Director offered to Cheryl Sessions at \$130,000 per year, 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
Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Monique Mutumwinka, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

10. Adjournment

With no other business to attend, meeting adjourned at 7:07 PM