

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

Thursday, November 1, 2018

The meeting of the Portland Housing Authority was held at Harbor Terrace Community Room, 284 Danforth Street. 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 Christian MilNeil, Commissioner Shirley Peterson, Commissioner Robyn Tucker, Vice-Chairperson Thomas Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Trevor Nugent, Public Housing Director Clayton Williams, Property Manager, FT Jason Beseda, Interim Property Manager, HT Lourdes Alvarez, Administrative Support Specialist	Faith McLean, Commissioner

The members of the Board met with residents of Harbor Terrace for an hour, prior to the start of the business meeting.

Harbor Terrace residents Susan Flaschner and Brenda Haberman attended the business meeting. Ms. Haberman is also a member of the Resident Advisory Board.

1. Resolution to approve the minutes of the Meeting of October 4, 2018.

Resolution #2921

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of October 4, 2018, as amended, be and hereby are approved.

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

AYES

Mariar Balow, Chair
 Robyn Tucker, Vice-Chair

NAYS

None

Kristin Blum, Commissioner
Christian MilNeil, Commissioner
Shirley Peterson, Commissioner
Tom Valleau, Commissioner

Chairperson declared said motion carried and said resolution adopted.

2. Executive Director's Report

A. Development Update

Development Director Jay Waterman presented his report. He started with an update on the 58 Boyd Street. Project construction is going out to bid in the next couple days. CWS Architects is taking the lead on the bid process. Timing of the utilities cut-off in preparation for building demolition will be determined after the Brownfield funds are secured for site clean-up.

Mr. Waterman continued his report, updating the Board on the Front Street Redevelopment Project. The project is shifting back to the original design by UTILE in preparation for the planning board submission to be presented at the planning board workshop in mid-December. Design team is reviewing the plans to prepare cost estimates. There are a few exceptions in the budget planning. First, cleanup of the contaminated soils is not included in the project budget but are part of the seller costs. The purchase of the Kiley parcel is expected to close in January. The title work has been completed and environmental review is in process.

He moved on to updating the board on the 5-unit building purchase at 841 Congress Street. Application for financing has been submitted to MaineHousing. Closing is expected in mid-November. The budget for rehab improvements is approximately \$150,000 and agency is working with Hardy Pond to submit the scope of work for this project. The plan is to move residents from 47-49 Boyd into this building in order to then turn around and rehabilitate 47-49 Boyd Street.

The selection process for the Development Officer has been completed, with an expected start date of November 26.

B. RAD update

Mr. Adelson presented the Board with a timeline plan for the RAD program conversion of PHA properties. He proceeded to explain the four phases as illustrated in the handout and the commonalities among them. The CHAP is the commitment for housing assistance program which determines the rents for the rehab units. The agency is working with consultants to be ready for the HUD requirements at each phase. Deputy Executive Director Cheryl Sessions explained the details listed in the timeline document and the focus of each phase in the project. After the CHAP approval, the agency will have 365 days to file final project plans with HUD for approval. An RFP is planned for the required consultant work. The determining factor in the order of the properties went from "low hanging fruit" to sites with possible historical tax credits to the scattered sites, then the Bayside properties.

C. Operations Update

Mr. Adelson updated the Board on the office space search. Staff is visiting another possible site. The owner of the site currently under consideration has responded to PHA's counter offer. Staff is working on a budget for the office move and rehabilitation of the new space and the cost may be too high. He finalized his update with a review of the upcoming meeting dates – Finance Committee on November 20th and Board meeting on December 6. The chairperson, Ms. Balow, informed the Board that she will be unavailable for the December 6th meeting.

3. Finance Committee Report

Commissioner Christian MilNeil asked if the Mercy Hospital proposal, which was discussed at the last Finance Committee meeting, needs to be brought up to the full board for approval. Mr. Waterman confirmed that the discussed proposal was submitted to the competitive process. At this point, the proposal involves condos plus assisted living and affordable housing, which would determine the final acquisition cost for this venture. Conceptual plans on the use for the building were included in the proposal. This venture is a team effort where PHA is focused on the affordable housing side with the possibility of providing vouchers for the project. We will discuss ownership arrangement with Community Housing of Maine. The New Height Group is focusing on the private condo side of the venture.

Commissioner MilNeil reviewed the budget details enclosed in the meeting agenda packet. The Statement of Reserves was also reviewed, comparing the operating reserves required by HUD and what is available over that amount. PHDC is shown in the red because of the expenses being incurred in the current projects but these monies will be recovered when the project closes for construction. The City of Portland proposed PILOT policy was also discussed and the payment schedule was compared with current payments which are based on the HUD PILOT program. With the RAD conversion, the agency may be looking at paying the full property value tax. The next step is to notify the City of Portland of the agency's plans for converting to RAD.

4. Development Principles discussion

Mr. Adelson distributed a new draft copy of the Development Principles, reflecting the integration of the Finance Committee feedback in regards to the planned new development and redevelopment of PHA property. He reviewed the contents of the document which provides a general idea of the goals to be accomplished, the mission of the agency, and what the agency can accomplish. Board members expressed the value of such a document to the agency staff and for use when presenting plans to the City or its planning boards. Looking at the Finance Resource piece, the Board suggests an amendment which adds a bullet specifying that no more than half of the reserves may be earmarked to any one project; perhaps indicate a specific maximum amount or percentage of unrestricted reserves that may be used on a specific project. The suggested percentage of 20% or maybe specify the amount of unrestricted reserves that will always remain untouched by any project. Also, take into account the investment quality, in both the short and long term of the project. Always promote a positive financial growth when considering new assets. Another suggestion concerns parking development and how its costs are being

covered, the concept being parking should cover its own costs and be separate from the housing project, if possible.

5. Homeless Preference Discussion

Mr. Adelson distributed an updated copy of memo for discussion, and reviewed the history behind the homeless preference and the changes in the language included in both the ACOP and Administrative Plans. These updates reflected changes in the federal law as well as changes in HUD regulations. The preference receives the same treatment as the elderly and handicap preferences. In July 2014, a points system was implemented to reflect clients' preferences. Public Housing Director Trevor Nugent explained the chart at the bottom of the memo which depicts this points system. The homeless preference quota sits at 75 households; the agency currently has 77 households placed. The reason for the review of the preference is to seek a balance between serving the homeless population needs and the safety of the residents in the developments. Property Manager Clayton Williams assisted Mr. Nugent in explaining the ins and outs of evictions and the process when the reason is for behavioral or a non-payment issue. It is suggested that some previously homeless clients are not prepared for the responsibility of a household. Clayton added that they let their friends stay in the unit, who are still homeless, and this scares the current residents. A balance needs to be found. Best practices are already in place for the screening process. Ms. Sessions suggest letting the client screening to continue as it stands so it can be further evaluated. Question is asked – should budget be increased to provide more supportive services? This year, the services have been increased. Police department liaison has been very helpful in the process. PHA is the only agency with a homeless preference (historically requested by the City of Portland). Housing Services Director Jan Bosse is part of the City's homelessness emergency shelter committee which allows the agency to have an active role in the conversation in regards to assisting the homeless. The Board suggests that Supportive Services needs to be a budget line item for the 58 Boyd Street Project.

6. Additional agenda items

With no more business on the agenda, meeting moved to be adjourned by Vice-Chairperson Robyn Tucker, and second by Chair Mariar Balow. Meeting ended at 7:50 PM