

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

Thursday, November 2, 2017

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 Christian MilNeil, Chairperson, at 5:35pm.

<b>PRESENT</b>	<b>ABSENT</b>
Shirley Peterson, Chairperson Evan Carroll, Vice-Chairperson Christian MilNeil, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Director Jay Waterman, Development Director Trevor Nugent, Director, Public Housing Richard Biggs, Director of Maintenance Emily Mancini-Fitch, Resident Services Manager Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Commissioner Siyad Ahmed, Commissioner Faith McLean, Commissioner

**1. Resolution to approve the minutes of the regular board meeting of October 5, 2017.**

**Resolution #2878**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the regular meeting of October 5, 2017, be and hereby are approved.

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

**AYES**

**NAYS**

Shirley Peterson, Chairperson  
 Evan Carroll, Vice-Chairperson  
 Christian MilNeil, Commissioner  
 Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

## **Executive Directors Report**

Executive Director Mark Adelson introduced Deputy Director Cheryl Sessions to the Board. She spoke about herself and looks forward to the work ahead.

Mr. Adelson proceeded with his report mentioning briefly a request by the Fox Field Food Forest and East Bayside Neighborhood Association. The City of Portland is requiring Food Forest to have liability insurance. He looked into the request and determined it was not feasible to do as the property is not owned by PHA, but by the City of Portland. He asked the Board for input in the matter and the suggestions included Cultivating Community or Athena.

## **Development Update**

Development Director Jay Waterman started his report with an update on the 58 Boyd Street Project. The planning board workshop was held for the project October 29. Zone changes are no longer required thanks to approved Division 30 amendments. At the workshop, it appeared that the availability of 23 parking spots for 55 units did not seem to be an issue. He is currently working on Tax Credit applications for the project. Mr. Waterman proceeded with his update on the Front Street Redevelopment Project. The workshop for this project is scheduled for November 14 and the Public Hearing will be in December. He is working on the financing applications, including funding from MaineHousing. Relocation planning discussions will continue with the PHA staff, followed by meetings with the Front Street residents. The Kiley Parcel on Presumpscot Street is under contract. The parcel is 15,000 sq. ft. which could possibly allow for 10 additional units in the project. These would be added to the project as an amendment to the current plans. Offer is \$275,000, which is in line with the property value.

## **Other Updates**

Mr. Adelson reported that the PHA grant application to United Way was denied. The grant for the 2 generational program was awarded to Opportunity Alliance. The grantee United Way liked the PHA approach for the *emPOWERme* program so they are awarding another \$10,000 grant with PHA as the recipient to continue the agency's current work in the area. Recent meeting with GT Gorman to discuss expanding the FSS program funding went well and exceeded expectations. There was a donation of backpacks filled with school supplies by Harvard Pilgrim which were presented to the kids at Riverton Park during an Ice Cream social. The organization had previously done a day of service at where they painted murals and did other beautifying projects at Riverton Park.

Mr. Adelson completed his Executive Report reminding the Board of the upcoming Board meeting and Finance Committee meetings.

## **Finance Committee Report**

Mr. Adelson reviewed items discussed at the October Finance Committee meeting. Reserve accounts were reviewed and presented to the Board as an overview of the unrestricted funds. Details in the income and expense report were reviewed and budget items are trending in the right direction for the fiscal year. He explained the expenditure showing on the Waitlist line item because of the ongoing central waitlist purge plus maintenance fee payment on the waitlist maintenance. Questions asked on Monday's wind storm damage and availability of generator power at the developments. Mr. Adelson reported that nothing major where tree damage is concerned and that only Washington Gardens/Front Street has a power outage issue for just over a day. Generators are available to connect to community centers to serve as warming stations if need to set up arises. Finally, Sagamore

Village is eligible for state historical tax credits after review by historical consultant, so that opens financial options for redevelopment.

**Invest Health Presentation**

Resident Services manager Emily Mancini-Fitch presented the report on the Invest Health Program in Sagamore Village which ends in November. She distributed a handout to review with the Board members. She briefly described the project and stated that Portland, Maine was one of the 50 cities selected for the project, with Sagamore Village selected as the neighborhood to be studied. A final results presentation, which will include all 50 cities, will be held in New Orleans in December. The goal is to build a volunteer base for various programs under the project. Focus groups were done in the summer after the resident needs assessment surveys were completed, in order to get more information on the community needs. The project focus is on the redevelopment of the community building, creating a space that centralizes all services in one location. Sagamore Village may qualify for CDBG funding. Question is asked if wooded area could become more accessible and maybe become a usable park as part of the project. Suggestion to improve connection with Hall School and environmental teaching in the woods is also mentioned.

**Resolution: Grant Cleanup Funds**

Mr. Waterman reviewed the Authorization to apply for FY18 EPA Brownfields Cleanup Grant Funds in the amount of \$400,000 for soil remediation at the Front Street redevelopment project (\$200,000 for Phase I and \$200,000 for Phase II), and, if approved, commit a total of \$80,000 in required 20% cost share in PHA funds, or other eligible grants received. A letter will be required for the cost share match commitment. He reminded the Board the application is very competitive as the grant is a national competition.

- 2. Authorization to apply for FY18 EPA Brownfields Cleanup Grant Funds in the amount of \$400,000 for soil remediation at the Front Street redevelopment project (\$200,000 for Phase I and \$200,000 for Phase II), and, if approved, commit a total of \$80,000 in required 20% cost share in PHA funds, or other eligible grants received.**

**Resolution #2879**

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

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Evan Carroll, Vice-Chairperson	
Christian MilNeil, Commissioner	
Tom Valteau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**3. Resolution: Approval to go into Executive Session under Title 1 MRS section 405(6)(D) to discuss personnel matters relating to union negotiations**

**Resolution #2880**

Be it resolved by the Commissioners of the Portland Housing Authority that the Executive Session be and hereby approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Evan Carroll, Vice-Chairperson	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

**4. Approval to Exit the Executive Session under Title 1 MRS section 405(6)(D)**

**Resolution #2881**

Be it resolved by the Commissioners of the Portland Housing Authority that the motion to end Executive Session be and hereby approved.

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

<u>AYES</u>	<u>NAYS</u>
Shirley Peterson, Chairperson	None
Evan Carroll, Vice-Chairperson	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

Motion to end the meeting moved by Commissioner Christian MilNeil, and second by Commissioner Evan Carroll.

Meeting adjourned 7:05 PM