

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

Thursday, December 6, 2018

The meeting of the Portland Housing Authority was held at the Portland Housing Authority Conference Room, 14 Baxter Blvd, Portland, ME. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Vice Chairperson, at 5:30 PM.

<b>PRESENT</b>	<b>ABSENT</b>
Robyn Tucker, Vice-chairperson Kristin Blum, Commissioner Christian MilNeil, Commissioner (call-in) Shirley Peterson, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Tyler Plante, Development Officer Richard Biggs, Director of Maintenance Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Chairperson Faith McLean, Commissioner Thomas Valleau, Commissioner

**1. Resolution to approve the minutes of the Meeting of November 1, 2018.**

**Resolution #2922**

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of November 1, 2018, 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**

**NAYS**

Robyn Tucker, Vice-Chair  
 Kristin Blum, Commissioner  
 Christian MilNeil, Commissioner  
 Shirley Peterson, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**2. Resolution to approve Portland Housing Authority guarantee of debt by Portland Housing Development Corporation (PHDC) from Maine State Housing Authority to finance the purchase and renovation of 841 Congress Street**

Development Director Jay Waterman explained the resolution as presented in the meeting agenda packet. The goal of the 841 Congress Street Project is to renovate the five-unit building and move residents from 47-49 Boyd Street into the building in order to complete renovations at 47-49 Boyd Street. There is a requirement to create an LLC for 841 Congress Street as the ownership organization, with PHDC as a sole member. The loan requires the full backing of PHA as the guarantee. The guarantee is expected to be for the 30 years of the loan debt although board members would prefer for the loan guarantee to wean off as equity is acquired. The building was appraised at \$520,000.

**Resolution #2923**

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA guarantee of indebtedness by PHDC from Maine State Housing Authority to purchase and renovate 841 Congress Street, 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:

<u>AYES</u>	<u>NAYS</u>
Robyn Tucker, Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commissioner Shirley Peterson, Commissioner	None

Chairperson declared said motion carried and said resolution adopted.

**3. Resolution to approve Development Principles**

Executive Director Mark Adelson presented the Development Principles document included in the agenda packet, including revisions discussed at last month’s Board meeting. The revised draft was presented to the Finance Committee and approved with recommendation for approval by the Board.

**Resolution #2924**

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA guarantee of debt by PHDC from Maine State Housing Authority to purchase and renovate 841 Congress Street, 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**

**NAYS**

Robyn Tucker, Vice-Chair  
Kristin Blum, Commissioner  
Christian MilNeil, Commissioner  
Shirley Peterson, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

**4. Executive Director's Report**

Mr. Adelson reported that the CHAPS came back for the RAD program, Phase 1, four projects. The CHAPS included the rent amounts to be used in the financial plan and the determination of financial feasibility. He also reported that 100 State Street is going through the market rent determination process prior to their housing contract renewal with HUD.

Mr. Waterman presented his Development Update report. Regarding the 58 Boyd Street Project, he is working with Wright Ryan on the subcontractor bids to insure they stay on budget. We are applying for Brownfields Grant Funds from the City of Portland to remove contaminated soils from the 58 Boyd Street site. The required Public Hearing is scheduled for next week. Design and budget work are still in process for the Front Street Redevelopment Project. Mr. Waterman is working with investors and MaineHousing to find the best solutions to stay on budget. He anticipates the renovations at 841 Congress Street will be completed in Spring 2019. The initial plan for 47-49 Boyd Street calls for an increase from 9 to 12 units. Jay also explained our involvement in the redevelopment of Mercy Hospital on State Street. PHA is one of three teams that were interviewed for the project. A decision is expected in January to start negotiations. CHOM is also a partner on the team.

Mr. Adelson noted that Public Housing Director Trevor Nugent is at a workshop tonight concerning the proposed federal rule changes on the Public Charge reviews for immigrants as housing assistance is being added to the public charge process and the agency needs to know what impact it may have on the housing process.

Director of Maintenance Richard Biggs is present to follow up on the items that residents brought up at the meeting held last month at Harbor Terrace. Mr. Adelson did investigate the issue of the residential unit doors. Mr. Biggs explained the current locking systems. Mr. Adelson was unable to break in using a simple tool as expressed by the HT residents. There are no deadbolts installed but there are locked chain locks installed to deter break in case of a primary lock failure. Future Capital Fund planning would update the locks that allow for deadbolt installation. These locks have more tumblers than the current locks, so these would be much harder to pick open. He also explained the automatic building doors, which meet and/or exceed ADA open/close timing required by the law. There are security cameras that watch these doors. There are also community policing liaisons that keep agency in the loop on criminal activity at the developments. Some residents are planning activities on a regular basis that promote and create a sense of community. Mr. Biggs added there had been an issue with the electrical power in the building the week prior to the resident meeting but has been resolved.

Mr. Adelson finished up his report with upcoming meeting reminders for the Finance Committee on December 18, 2018 and the next Board meeting on January 3, 2019.

## **5. Finance Committee Report**

Finance Committee meeting material included in meeting agenda packet was reviewed by Mr. Adelson. The Income and Expense reports for October 31, 2018 was discussed. These show increases in costs and revenues but there is no need for concerns as the numbers are still trending appropriately. Office space scenarios were also discussed. The committee members expressed concerns at the scenario costing close to 4-million dollars. They recommended putting the project on hold and not rushing into a decision on new office space. They suggested looking into other solutions for the current office needs, including possible lease of space to resolve current office needs.

## **6. Additional agenda items**

With no more business on the agenda, meeting moved to be adjourned by Commissioner Shirley Peterson, and second by Commissioner Kristin Blum.

Meeting ended at 7:25 PM