

Board of Commissioners Meeting Agenda

Thursday, February 5, 2026 at 5:30pm

970 Baxter Blvd, 3rd Floor, Portland, ME 04103
Video Conference using GoTo Meeting <https://meet.goto.com/330763597>
Call In: (408)650-3123 / Access Code: 330-763-597

- 1.) **Roll Call / Declaration of a Quorum**
- 2.) Staff Introduction: Emily Mancini-Fitch, Senior Manager of Resident Services
- 3.) Public Comment
- 4.) Consent Agenda:
 - a. **Motion to Approve Minutes from January 5, 2025 Meeting (p. 3)**
 - b. **Motion to Approve Minutes from January 8, 2025 Meeting (p. 5)**
 - c. Motion to change the agenda to move the Development Update (p. 11) to follow the consent agenda.
- 5.) **Executive Director Report**
 - a. Entity Review with Gary Vogel (p. 13)
 - b. Interim Executive Director Report (p. 31)
 - c. 5 Year Matrix (p. 36)
 - d. Demographics (p. 53)
 - e. Department Reports
Voucher Participant Letter p. 57; Vouchers p. 59; Facilities p. 61; IT p. 63
- 6.) **Committee Reports**
 - a. Finance Committee Report: Kristin Blum
Finance Committee Minutes p. 65; Variance Summary p. 69; PHA I&E p. 71; PHDC I&E p. 73; KPI p. 75; Memo - Congress St Project p. 89; Peninsula, 841 Congress, PHDC Merger p. 91; PID p. 95
 - b. Search Committee Update: Shirley Peterson
 - c. Human Resources Committee Update: Diane Herrmann (p. 97)
- 7.) **Communications**
 - a. Social Housing Task Force: Tim Wells

- b. Resident Services Update: Teyonda Hall ([p. 99](#))
- c. Development Update: Jay Waterman ([p. 11](#))
- d. Update on Draft Capital Fund (Public Housing), Admissions and Continued Occupancy Plan (Public Housing), Administrative Plan (Vouchers), Agency Plan

8.) **Resolutions of the Board of Commissioners**

- a. Resolution #3305 for TAR Write-Offs for Washington Gardens, Bayside Anchor, 58 Boyd/Solterra, Front Street East, Front Street West, Harbor Terrace ([p. 101](#))
- b. Resolution #3306 to create the Scholarship Committee
[Memo p. 103; Committee Member Instructions p. 105;](#)
[Scholarship Policies p. 107; Application p. 109](#)

9.) Executive Session

- a. Executive Session, under 1 MRSA Section 405 6.A. to consider the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees.

10.) Any actions from the Executive Session, if desired

11.) Adjourn

Upcoming Meetings:

HR Committee: February 10, 2026

Finance Committee: February 24, 2026

Board Meeting: March 5, 2026

Board of Commissioners Meeting Minutes

Monday, January 5, 2026 at 5:00pm
970 Baxter Blvd, 3rd Floor, Portland, ME 04103

Attendees: Shirley Peterson, Chair; Tim Wells, Vice-Chair; Kristin Blum, Commissioner; Sam Heck, Commissioner; Diane Herrmann, Commissioner; Monique Mutumwinka, Commissioner; Joan White, Commissioner

Commissioners Absent: none

Staff and Public: Laurie Bouchard, Consultant; Tom Trenholm, Drummond Woodsum

1.) Roll Call / Declaration of a Quorum

Shirley Peterson called the meeting to order at 5:00pm and declared a quorum.

2.) Executive Session, under 1 MRSA Section 405 6.A. to consider the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees.

Sam Heck made a motion to enter Executive Session. The motion was seconded the motion. The motion passed; 7 in favor, and 0 opposed.

The meeting entered Executive Session at 5:06pm

The meeting exited Executive Session at 6:40pm

3.) Resolution #3302 related to the hiring of an Executive Director for Portland Housing Authority.

There was a discussion surrounding the topic of authorizing the Chair to make an offer and negotiate a contract with the successful applicant as discussed in Executive Session.

Tim Wells made a motion for Resolution #3302 to authorize the Chair of the Board to offer and negotiate a contract with the applicant as discussed in Executive Session. Kristin Blum seconded the motion. There was no further discussion. The motion passed; 7 in favor, and 0 opposed.

4.) Adjourn

With no further business the meeting was adjourned at 6:45pm.

Board of Commissioners Meeting Minutes

Thursday, January 8, 2026 at 5:30pm
970 Baxter Blvd, 3rd Floor, Portland, ME 04103

Attendees: Shirley Peterson, Chair; Tim Wells, Vice-Chair; Kristin Blum, Commissioner; Sam Heck, Commissioner; Monique Mutumwinka, Commissioner

Commissioners Absent: Diane Herrmann, Commissioner; Joan White, Commissioner

Staff and Public: Leah Bruns, Interim Executive Director; Jay Waterman, Director of Real Estate Development; Teyonda Hall, Director of Resident Services; Doane Dorchester, Office Manager; Cora Lanclos, Director of Property Management; Clyde Barr, Director of Vouchers; Greg Putnam, Asset Manager; Michelle Dunham, Property Manager

1.) Roll Call / Declaration of a Quorum

Shirley Peterson called the meeting to order at 5:31pm, took a roll call, and declared a quorum.

2.) Staff Introduction: Greg Putnam

Greg Putnam introduced himself and provided some information related to his background.

3.) Public Comment

No public comment was provided.

4.) Consent Agenda:

- a. Motion to Approve Minutes from December 4, 2025 meeting
- b. Motion to Approve Minutes from December 13, 2025 meeting
- c. Motion to Approve Minutes from December 15, 2025 meeting

Monique Mutumwinka made a motion to approve the consent agenda. The motion was seconded. No further discussion. The motion passed; 5 in favor and 0 opposed.

5.) Executive Director Report

Leah Bruns presented the Interim Executive Director report from the packet while also highlighting efforts of staff during the transition period

a. 5 Year Plan Tracking

The matrix in the packet will be included each month so board can see how we are working towards those goals. Things that are new for the month will be in red.

b. Demographics

The demographics for residents and participants are in the packet. LIHTC and Vouchers have an overlap in data because some of the people in our Tax Credit properties have Vouchers.

c. Security & Parking Review Memo

A few board members have asked that Parking and Security be reviewed. The packet includes a memo related to a preliminary review of both topics. Information was also displayed in a matrix format. Staff are trying to understand the biggest concerns and work toward addressing them and providing updates to the board.

- Does the tow company ask staff before towing
 - o Not usually. Towing happens at odd hours so the company is told to look for parking permits on the vehicles.
- How many parking spots per unit
 - o In general, 1 to 1. Units with larger bedroom counts (4, 5, 6) may request 1 additional spot if available.

d. Department Reports

Leah Bruns introduced Cora Lanclos to review her memo for Property Management.

- Is the collection rate a % of the total money that should be collected or a % of the units that pay rent
 - o It is a % of the total money due.
- What is the national benchmark for collection?
 - o 95%
- Are you monitoring aging?
 - o Yes
- What are common lease violations?
 - o Housekeeping and guest policy. Usually refer to Resident Services for assistance when it relates to housekeeping and late payment of rent.
- Review the language used in evictions letters and packets, it is not human
 - o A lawyer is involved in generating eviction paperwork and it must meet certain requirements (VAWA, RA, etc.) so staff are not permitted to adjust much of it. Evictions should never be a surprise as PM and RSC should have started conversations and provided notices prior to this packet; packet includes a document related to language services so staff often call an interpreter to review documents with those who cannot read English. RAB is looking at the overall language in letters to try and soften and simplify; maybe add a cover letter to evictions along with a table of contents; Cora will review with legal counsel.
- Does the sheriff distribute eviction notices?
 - o Property Managers are constables and can serve their own notices. 3 in person attempts and then the document is posted on the door and a copy is sent via certified mail.

Leah noted the memo in the packet provided by Jason Beseda regarding the Maintenance Department.

Leah introduced Clyde Barr for him to review his memo related to Voucher Programs. It's not listed in the memo but we were awarded 8 more FYI Vouchers but we have not gotten the funding yet so they have not been dispersed.

- How many were on the wait list?
 - o We had 8 on the waiting list. We now have 35 FYI Vouchers and we are allowed up to 50 total.

Kristin Blum had previously asked for a follow up to the letter from HUD related to budgeting and shortfalls; Clyde touched upon this in his memo. Emergency Housing Vouchers will be rolling in to HCV's by July; we're waiting to roll them in because there is still money in the EHV budget that we want to spend down first to maximize our budget authority. Leah noted that Clyde is typically more risk averse than she was when she had the position; while overspending worked to our benefit under Leah's tenure it likely would not be beneficial now.

- Can HUD pull back vouchers?
 - o The TPV vouchers for Franklin Towers were authorized as part of SAC approval and cannot be pulled back.
- 2 Year Tool?

- This is a tool through HUD that allows us to predict future expense and income. If board would like access to review check with Clyde.

Leah noted Cindy's Human Resources Department Memo. The information provided is likely to be updated after the 13th when there is an HR Committee Meeting.

- New hire evaluations?
 - Staff are looking to create evaluations at the 30, 90, and 160 day mark to ensure goals are being met before the 6 month probation period ends for some employees.
 - All staff are currently in the process of doing their first company wide annual evaluation.

6.) Committee Reports

a. Finance Committee Report: Kristin Blum

Kristin Blum reviewed the financial information provided in the packet related to the meeting on December 23rd with Tim and Shirley present. PHA is \$800k below budget with a net loss; Ana said that this has a lot to do with timing because income was booked in December so we'll see when we review the December reports. Overall things look good and are trending positively. Staff notified the committee about internal changes to some of the previously approved LIHTC budgets.

- Did staff find an answer as to why the Debt Service costs to Front Street East changed?
 - Staff present would feel more comfortable with Ana presenting the answer at the next Finance Committee meeting.

b. Search Committee Update: Shirley Peterson

Shirley Peterson reviewed information from previous Search Committee Meetings. The most recent meeting took place on Monday of this week. At that meeting the board approved authorizing the Board Chair to offer and negotiate a contract with the successful candidate as discussed in Executive Session. An update will go out to staff once that is completed.

- Why has this process taken so long? Previous ED search took 60 days.
 - This is an important decision and the board is making sure to follow a thorough process which included multiple interviews including an onsite visit as well as reference checks, background checks, and now contract negotiations. The holidays also created some delay.
 - The hiring process could not start until after the previous ED had departed.
 - The last offer was to an internal candidate.

c. Human Resources Committee Update: Diane Herrmann

Shirley Peterson noted that there was no December HR Committee meeting scheduled so there is nothing to report from last month. There is a meeting scheduled for Tuesday, January 13th at 5pm.

- How come the HR Committee meeting was not listed at the bottom of the agenda with other meetings?
 - The meeting was scheduled after the board packet was finalized. As long as meetings are scheduled in advance they will be listed.
 - Moving forward, Doane will include all board members in outlook calendar invites to all committee meetings.
- Why has there not been a recurring schedule for HR Committee meetings?
 - Now that the ED search is almost complete they will work to solidify a schedule.

7.) Communications

a. Resident Services Update: Teyonda Hall

Teyonda reviewed the information provided in the packet. The job description for the ROSS Coordinator is being reviewed before posting later this month; this is a grant funded position which has funding through May 2027 from a 3 year grant. Some of the feedback provided by residents was included in this update; some of the issues related to Franklin Towers should be alleviated with upcoming renovations. Residents were very happy to have been asked for feedback and it was important to them that the information would be going to the board. The information will also be going out in the March Newsletter from Resident Services along with our upcoming steps to tackle some of their feedback.

- What issues exist with fobs?
 - o Fobs are turned off when we're notified that they are lost or when tenants leave the building. But sometimes tenants will give their fob to other people who come and go when they should not be. Residents often know who belongs and who doesn't but security cannot catch unauthorized guests as easily. We could run reports to gather fob usage data but the provided information is vast and cumbersome.
 - o There are multiple fob systems across our properties and some are obsolete and can't be updated. IT, Development, and Property Management are working together to review options that can be used across sites and integrate with camera system and uses best practices in the industry.
 - o Current policy for residents is not to confront someone that comes into building who doesn't belong; it could create an unsafe situation. Instead, notify security or staff or call the police for assistance.
- Security Contract
 - o Currently pay \$250 annually for 1 person to stay at desk 40 hours a week and 1 person to float to a few sites 40 hours a week.
 - o During last RFP 3 companies pulled out because insurance providers said they would drop the company if they worked at a Housing Authority.
 - o Looking into staffing models which would put staff person on site; similar to Park Danforth.
- A few years ago we heard feedback from residents at Franklin Towers specifically around pest; that topic is not mentioned here.
 - o In the past few years we went from 1 vendor to 3-4 vendors which provided us more options and more individualized treatment for each site's needs. We're also doing quarterly pest inspections for all units. This saw a drop from 50% of units to 25% of units having pest issues.
 - o BA and 58 Boyd have had educational sessions for residents on pests and pest control.
- Laundry?
 - o Tenants pay for laundry.
 - o Franklin Towers will get new machines during renovations.
 - o Riverton Park will have 2 laundry rooms in the new building.
- After last meetings discussion around trash a board member saw an immediate improvement.
 - o Staff noted that they had to learn that some problems related to cultural differences which required different solutions and education.

b. Development Update: Jay Waterman

Jay Waterman presented the report provided in the packet. Franklin Towers will likely close in August or September of 2026. There are regular conversion meetings with multiple staff across departments that are reviewing all elements of the conversion. We're looking at the optimum number of vacancies in order to do a 28 month project instead of a 34 month project; we may need a total of 50 vacancies at the start of the project to do that and it will be a lot of coordination but it would shorten the renovation by 6 months. The design is about to wrap up.

COMB Phase 2 has an RFP out for contractors and we've gotten some solid responses. Front Street 3 is starting to see work on site; the trees started to come down today. We have 6 purchase and sale agreements. Sagamore Village closed on 12/31; the design team and contractor will mobilize to the site in March. 47-49 Boyd is now empty and we're starting to turn off and remove water and gas next week to prepare for demolition. The finance committee had a discussion about a potential project on Congress St; negotiations look hopeful. The Study Center in Bayside as well as 3 surrounding buildings will be torn down make room for the Community Center. Board has asked that this item be added to the development report for the future.

Staff are also looking at 14 Baxter for potential building with efficiency, 1 and 2 bedroom units with an elderly/disabled preferences (which would best fit the needs of current waitlist) and there is the potential for an application to be submitted to Maine Housing in the fall. It may also include office space but that portion would not be tax credit eligible space; staff are reviewing anticipated rent costs for current space over time as part of discussion. Leah Bruns also noted that 117 Anderson might be a great space for offices long term.

8.) Resolutions of the Board of Commissioners

- a. Resolution #3303 to change the 5 Year Plan**
- b. Resolution #3304 to change the Admin Plan**

Clyde Barr presented the memo related to the resolutions provided in the packet. By adding EHV language to the Admin Plan it allows us to absorb EHV's and turn them into HCV's. The second change in the Admin Plan was a suggestion by HUD. We requested a waiver by HUD to not enter a AHAP for PBV's with COMB Block until after construction/demolition had occurred. Changing this language in Admin Plan would mean we no longer need to ask for a waiver to do that.

Cora explained that the change related to the 5 Year Plan would allow us to use Capital Funds on the Bayside Community Center.

Tim Wells made a motion for Resolution #3303 to change the 5 Year Plan as noted. Monique Mutumwinka seconded the motion. No further discussion. The motion passed; 5 in favor and 0 opposed.

Sam Heck made a motion for Resolution #3304 to change the Admin Plan as noted. The motion was seconded.

- Does this change in language remove the requirement for us to have an AHAP.
 - o No. It allows us to complete the AHAP after demolition

The motion passed; 5 in favor and 0 opposed.

9.) Adjourn

With no further business the meeting was adjourned at 7:38pm.

BOARD OF DIRECTORS

Leah Bruns, President
Shirley Peterson, Vice-President
Kristin Blum, Director
Sam Heck, Director
Diane Herrmann, Director
Monique Mutumwinka, Director
Tim Wells, Director
Joan White, Director



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Development Update

January 27, 2026 Finance Committee Meeting

COMPLETED & CLOSING OUT

Equinox and Winter Landing (Mercy Redevelopment Site)

- PROJECT STATUS: Final Dev. fee for Winter Landing of \$41,511.75 received by PHDC in November.
- UPCOMING MILESTONES: Equinox pending further tax credit documentation for final dev. fee.
- CHALLENGES/OPPORTUNITIES: None at this time.

Harbor Terrace

- PROJECT STATUS: Construction achieved Substantial Completion on October 15th.
- UPCOMING MILESTONES: Permanent Loan Closing anticipated in March 2026.
- CHALLENGES: Project close-out documentation. Achieving occupancy and debt coverage requirements for PLC.

UNDER CONSTRUCTION

Riverton Park

- PROJECT STATUS: Under construction.
- UPCOMING MILESTONES: Circle 2 (Phase 1) renovation completion in late-Feb 2026. New Circle 1 Building completion in Dec 2026.
- CHALLENGES: None at this time.

Sagamore Village

- PROJECT STATUS: **Construction Loan Closing occurred on December 31, 2025.** Community Center renovations anticipated February completion.
- UPCOMING MILESTONES: **Residential renovations anticipated to start in February/March.**
- CHALLENGES: Managing complex construction schedule.

Front Street Phase 3

- PROJECT STATUS: Construction ongoing. Six of eight units under P&S.
- UPCOMING MILESTONES: **Modular buildings to arrive on site in March. Working with Gardner Real Estate team to plan a celebratory "Set Day".**
- CHALLENGES: Coordination of brownfields work with modular construction.

PREDEVELOPMENT

Franklin Towers

- PROJECT STATUS: Pre-development.

- UPCOMING MILESTONES: Historic Part 2 National Park Service approval. 90% plans and estimate.
- CHALLENGES: None at this time.

“COMB” Block Phase 1

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: 90% plans and budget to be submitted to MaineHousing in early February. Building permit to be issued in February or March. Demolition to be completed by April 2026. Soil remediation begins in May 2026.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases. Coordination of bidding process between Brownfields and LIHTC project budgets.

“COMB” Block Phase 2 (CUMBERLAND)

- PROJECT STATUS: Pre-development. Project received 2026 LIHTC Award and FHLBB AHP Award.
- UPCOMING MILESTONES: CM Procurement in January. 50% Plans in February. Application for FHLBNY in February.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases.

“COMB” Block Phase 3 (MAYO)

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: MSHA LIHTC Application in Fall 2026.
- CHALLENGES: Coordination of brownfields site cleanup in multiple phases.

100 State Street

- PROJECT STATUS: Pre-development.
- UPCOMING MILESTONES: MaineHousing rent adjustment. Closing on TD Bank 2nd mortgage.
- CHALLENGES: None at this time.

47-49 Boyd Street

- PROJECT STATUS: Building vacant of tenants;
- UPCOMING MILESTONES: Haz Mat inventory prior to demo is pending. Demo in Winter 2026.
- CHALLENGES: None at this time.

Bayside East Renovations (12 Buildings)

- PROJECT STATUS: Renovations underway.
- UPCOMING MILESTONES: **Phase 2 completion in early 2026.**
- CHALLENGES: No updates

14 Baxter Blvd.

- PROJECT STATUS: **Building vacant; heated through Winter per fire code;**
- UPCOMING MILESTONES: **Determine PHA space needs if this will be our new office; Architect RFP issued for this and potential Congress Street project; Quickly move toward planning board application.**
- CHALLENGES: **Getting planning board approval in time for LIHTC application this Fall.**

End of Memo

Overview of PHA Entities and Affiliates



*Portland Housing Authority
Board of Commissioners*

February 5, 2026

Presented by



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Why does PHA have all these entities?

- PHA has formed multiple limited liability companies, partnerships and corporations, all tied to its housing development efforts.
- This is **standard practice** in public and affordable housing.
- The goal is **protection, clarity, and accountability**.

Core Idea: Each project and each cluster of activities stands on its own

- Different kinds of activities
- Different buildings
- Different financing
- Different risks
- Different rules

Separate entities help keep projects independent and manageable

A Simple Analogy: Firewalls and circuit breakers

- Fire doors stop a fire from spreading
- Circuit breakers isolate electrical problems
- Project entities isolate financial and legal risk

Containment is not concealment

Caveat: Risk protection is not absolute. Lenders and investors often require guarantees of our separate related entities in order to agree to make loans, but we are still protected from other claims

Financing Often Requires It

- Each project often has:
 - Its own loans
 - Its own grants
 - Its own investors or partners
- Lenders and funders often **require** project-specific entities to hold title to the project assets

Tax Rules Often Require It

- Affordable housing uses:
 - Tax credits
 - Tax-exempt bonds
 - Specialized tax rules
- Mixing projects in one entity can:
 - Create tax problems
 - Jeopardize funding
 - Increase audit risk

Transparency and Oversight

- Each project entity has:
 - Its own budget
 - Its own accounting
 - Its own reporting
- This makes it easier to:
 - Track performance
 - Identify issues early
 - Ensure compliance

This is a very common and accepted way of operating

- These structures are:
 - Common nationwide
 - Expected by lenders and regulators
 - Reviewed by auditors and professionals
- They increase discipline — not secrecy

This facilitates core Board duties

- PHA/PHDC Board members have fiduciary duties
 - To use reasonable judgment to advance PHA interests and protect its assets
 - Use of these entities is a prudent way to advance those goals

Overview of PHA entities

- At the top: Portland Housing Authority
 - created by state law and municipal ordinance
 - Manages public housing properties and other properties of affiliates
 - Administers Section 8 HAP Contracts
- Entities formed for clusters of activities:
 - Portland Housing Development Corporation
 - Undertakes project development
 - Earns development fees
 - Owns the General Partner interest in LIHTC projects
 - Portland Housing Services Corporation
 - Provides services to residents and to other program participants

PHA, SPHA, WHA Joint Enterprise

- Greater Portland Housing Services Corporation
 - Formed by three housing authorities
 - Originally created for the development of the shared section 8 waiting list
 - Now used for shared ventures among the three
 - A nonprofit corporation, but not tax exempt

Project Specific Entities

State Street

State Street Housing Preservation Corporation (SSHPC)

Harbor Terrace

Harbor Terrace, LP
Harbor Terrace Development, LLC
(general partner of Harbor Terrace, LP)

Franklin Towers

Franklin Towers, LP

Riverton Park

Riverton Park, LP
Riverton Park Development, LLC
(general partner of LP)

Boyd Street Projects

47-49 Boyd Street, LLC
58 Boyd Street, LP
58 Boyd Street Development, LLC
(general partner in 58 Boyd LP)
Boyd Housing, LP

841 Congress

841 Congress Street, LLC (to be merged into PHDC)

Bayside Anchor

Bayside Anchor Apartments, LP
Bayside Anchor Development Company, LLC (general partner of LP)

COMB Block Projects

COMB Block Phase One, LP
Cumberland Housing, LP
COMB Block Development, LLC
(general partner of COMB Block LPs)

Front Street Projects

Front Street Condominium LLC
Front Street Housing Redevelopment, LP
Front Street Housing Redevelopment Phase Two, LP
Front Street Redevelopment Phase Two Corporation (general partner in Phase Two LP)
Front Street Redevelopment Company, LLC (general partner in Front St phase one)

Mayo Street

Mayo Housing, LP

Peninsula Housing

Peninsula Housing, LLC (FKA 155 Anderson Street LLC) (to be merged into PHDC)

Project Specific Entities, cont.

Sagamore Village

Sagamore Village, LLC

Sagamore Village MM, LLC

Sagamore Village MT, LLC

Sagamore Village MML, LLC

Sagamore Village MMT, LLC

Washington Gardens

Washington Gardens, LP

Washington Gardens Development, LLC (general partner of LP)

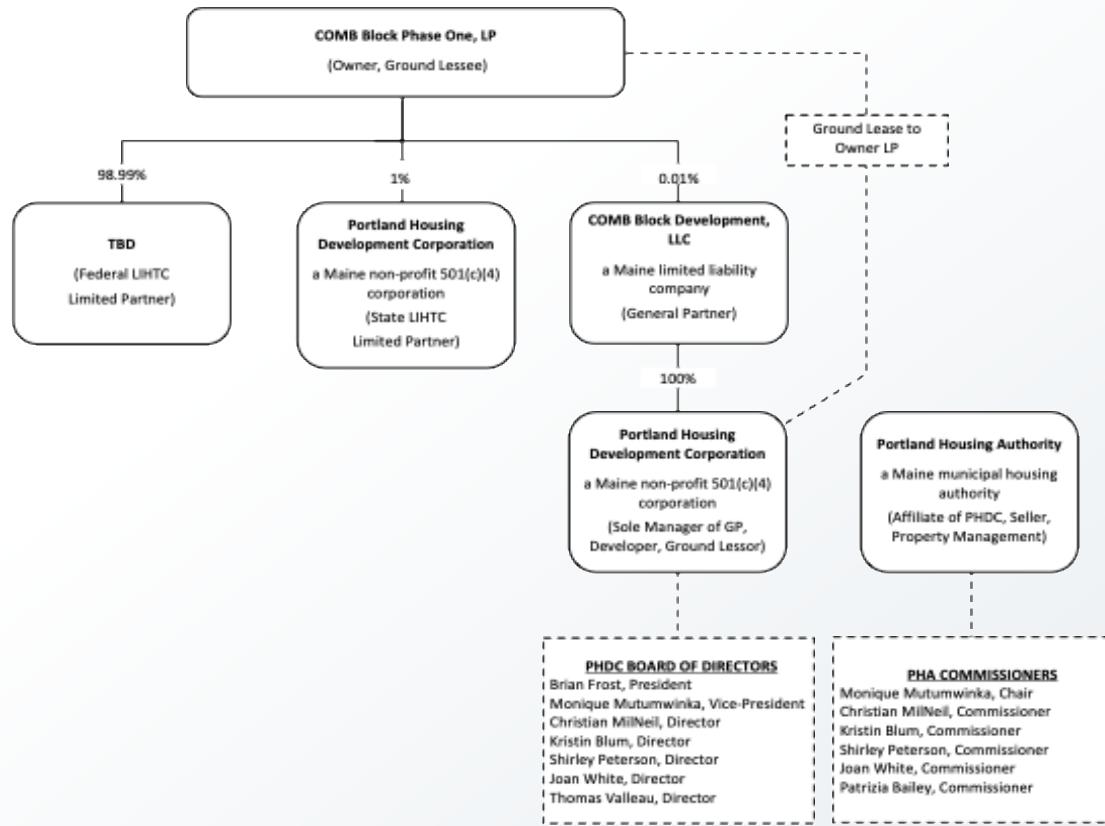
Others

Porthouse, LLC

Opportunity Housing of Portland (OHOP) Formerly: Machigonne Housing Corporation (60% owner of Porthouse, LLC)

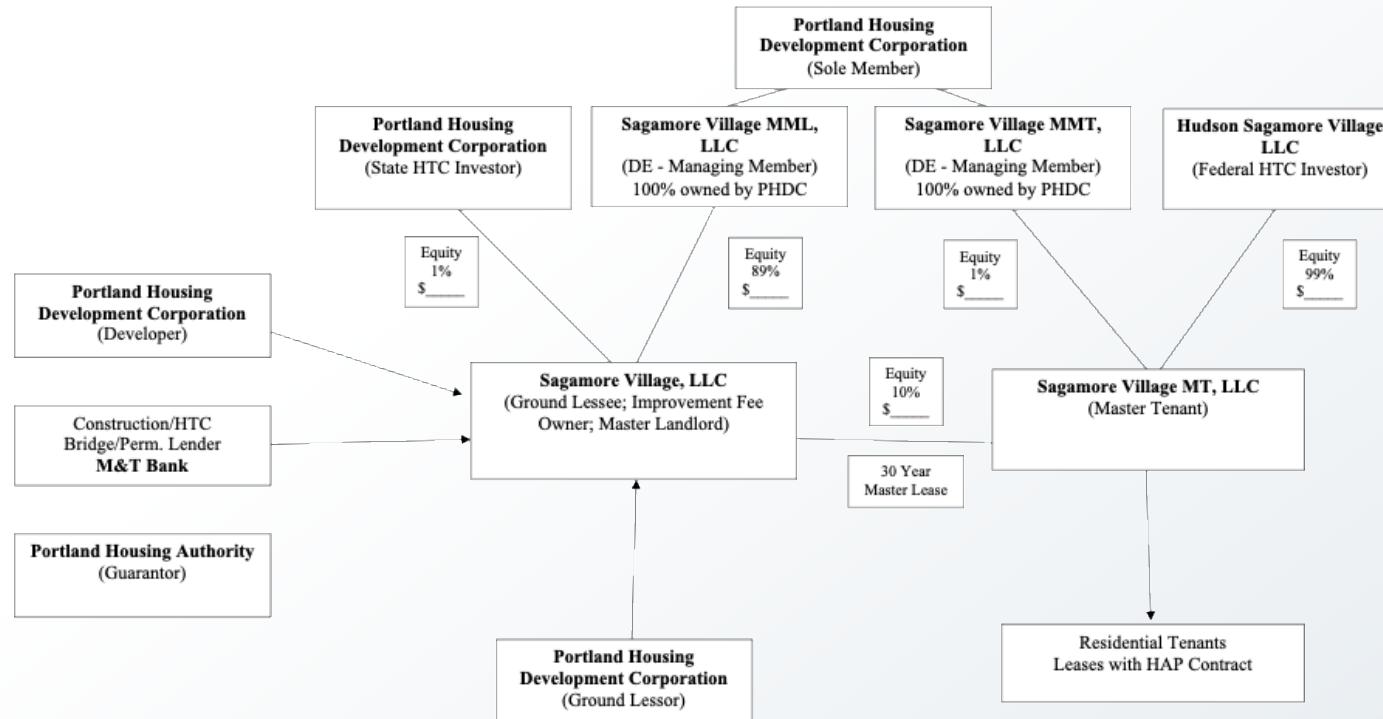
Examples of organizational chart - COMB

COMB Block Phase One
Organizational Chart



Organizational Chart for Sagamore Village

SAGAMORE VILLAGE
Section 18 Disposition and Historic Tax Credit Rehabilitation w. Freddie Mac Permanent Financing
Proposed Organizational Chart



Updated: August 8, 2025

Some Board considerations

- Consider restructuring board membership to be less “overlapping”
- Be mindful of core board duties: loyalty and informed, prudent decision making
- Stay focused on which board you are acting on behalf of and what its goals are
- These are complex structures and can be very confusing – staff and counsel are here to help

Questions?



Thank you!



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Interim Executive Director's Report

Presented to the PHA Board of Commissioners – Portland Housing Authority – February 5, 2026

Operational Update and Strategic Overview

Over the past month, the Authority has focused on steady, behind-the-scenes work that strengthens day-to-day operations and positions the organization for the next phase of growth. Leadership and staff have worked in closer coordination to clarify roles, improve information flow, and ensure continuity as the agency navigates increasing operational and regulatory complexity. In addition to these ongoing efforts, the Authority has faced operational challenges stemming from recent federal developments and news, which have added a layer of complexity to our work. Despite these headwinds, staff have demonstrated resilience and remain invested in the stability and direction possible under pending new leadership announcements. The executive team is eager to reach full staffing levels, which will further enhance our ability to meet organizational goals and serve our residents effectively.

Additionally, we have launched an all-staff evaluations process, which will be completed by the end of February. The results from these evaluations will directly inform both the budgeting process and the development of the annual plan, both of which are set to begin in earnest in February.

Following the demographics data in this report you will see a letter that was sent to our Voucher Department. We are sharing it here with the sender's permission. As you will read, our programs have a deep impact on the lives of the people we serve.

The Department Reports included this month are intended to provide the Board with clearer line-of-sight into how this work is progressing across the organization. Furthermore, we received positive news overall regarding HUD funding for PHA activities, which supports our ongoing efforts and strategic objectives.

We would also like to recognize the retirement of Marcia Yeaton last week, who, after 23 years of dedicated service as a Property Manager supporting our Riverton and Sagamore Village properties, leaves a lasting legacy of commitment and excellence within the Authority.

Key Leadership and Operational Activities

HUD Engagement: Met with Leanora Style, the new HUD State Director based in Bangor. Ms. Style has offered to serve as a resource and liaison between PHA and HUD and has expressed interest in touring PHA properties later this spring.

Emergency Planning: Continued progress on the all-agency Emergency Planning initiative, aligned with the goals outlined in the Five-Year Plan.

Intergovernmental Coordination: Worked with the City of Portland, the Mayor's Office, and Portland Public Schools to develop and post procedures outlining PHA's response to federal law enforcement activity on PHA properties.

Statewide Collaboration: Attended the Maine Public Housing Directors Meeting.

Maine Public Housing Directors Meeting – Key Takeaways

Landlord Incentive Program (Ended 2025)

Since 2021, Portland Housing Authority utilized the program as follows:

Landlord Incentives: 317 units | \$226,550

Landlord Repairs: 10 units | \$29,209

Damage Reimbursement: 45 units | \$58,203

Security Deposits: 304 units | \$415,240

Total: 676 units | **\$729,201**

MaineHousing shared that communications regarding the program ending will be forthcoming. While the program has been effective, MaineHousing does not currently have resources to fund it. If reintroduced, PHA has encouraged a focus on **security deposits only**, which was identified by our staff as the most impactful use of funds.

Legislation Update:

Reviewed LD 2057, which would allow MaineHousing to engage in construction lending. The bill is pending.

Funding and Organizational Capacity

FY 2026 HUD Funding Bill – Preliminary Summary

The FY 2026 HUD funding bill text was released on January 20, 2026, and Congressional leadership is working toward final passage before the current Continuing Resolution expires on January 30, 2026. While final enactment is pending, the figures below are not expected to change materially.

Timing Note:

Once enacted, HUD typically takes approximately 60 days to issue official budget allocations.

Important Context:

HUD continues to significantly reduce traditional Public Housing funding as part of a broader phase-out strategy. This reinforces the urgency of advancing Public Housing conversions where feasible and ensuring the Authority is prepared to apply for Public Housing operating shortfall funding.

Overall, total HUD funding increases by approximately 10%, though impacts vary significantly by program and will require careful operational planning.

Major Funding Changes – FY 2026 (Compared to FY 2025)

- Voucher Programs**

- Housing Choice Voucher (HCV) HAP Renewals: **+8.7%**
- HCV Administrative Fees: **+2.3%**
- Tenant Protection Vouchers (TPVs): **+78%**
(Includes potential future benefit for EHV conversions to VOs)
- Project-Based Rental Assistance (PBRA): **+12.4%**

- **Public Housing**

- Operating Fund: **-14.4%**
- Operating Shortfall Funding: **+1,248%**
(Significant expansion intended to offset operating pressure; Finance and Public Housing should review prior participation and readiness to apply quickly)
- Capital Fund: **Flat**

Cash management rules for Public Housing remain under HUD review and continue to be administratively complex, requiring seven-year tracking at the individual program level.

- **Resident Services & Related Programs**

- Family Self-Sufficiency (FSS): **+10.9%**
- Jobs Plus: **-33.3%** (*Not a PHA program; potential partnership implications*)
- Eviction Protection Grant Program: **-62.5%** (*Not a PHA program; may affect partners*)

- **Development Programs (Layering Impacts)**

- HOME: **Flat**
- CDBG: **Flat**

- **Next Steps Upon Final Passage**

- Review final HUD guidance and proration levels
- Assess impacts by department (Voucher Operations, Property Management, Finance, Compliance, Resident Services)
- Update internal planning and budgets as needed

HUD Family Self-Sufficiency (FSS) Grant – Board Summary

Grant Award

- Program: HUD Family Self-Sufficiency (FSS) Program
- Award Amount: \$213,060
- Award Date: January 28, 2026
- Performance Period: January 1, 2026 – December 31, 2026
- Project Period: January 1, 2026 – December 31, 2027 (to allow for extensions if approved)

Purpose of the Grant

- Supports the Family Self-Sufficiency (FSS) Program, which helps HUD-assisted households increase earned income, build financial stability, and reduce reliance on public assistance.
- Funds are used exclusively to support FSS Program Coordinator salary and fringe benefits (including limited training and related travel).

How Funds May Be Used

- Salary and fringe for FSS Coordinators (including supervisors performing FSS functions)
- Limited training stipends tied to coordinator development
- Job-sharing arrangements are allowed within a full-time equivalent cap

What Funds Cannot Be Used For

- Direct supportive services to residents
- General administrative or indirect costs
- Routine Housing Choice Voucher, Public Housing, or PBRA program work (unless HUD specifically approves limited FSS-related overlap)
- Homeownership services for non-FSS households

Key Compliance Requirements

- Grant is cost-reimbursable and performance-based
- Funds drawn only for actual incurred costs through HUD's eLOCCS system
- Required reporting includes:
 - Annual Financial Report (SF-425)
 - Participant reporting through HUD-50058 (PIC/HIP)
 - Annual FSS program report
- At least one staff person must complete HUD's mandatory FSS training; failure to comply can result in suspension of funding

Oversight and Accountability

- HUD retains full oversight authority and may impose additional conditions, suspend drawdowns, or terminate the grant for noncompliance
- Unspent funds may be recaptured if not properly used or extended
- Records must be retained for at least three years after closeout

Strategic Value to the Authority

- Supports resident economic mobility and aligns with PHA's broader goals around stability, self-sufficiency, and long-term housing success
- Sustains a core service model without drawing on Operating Fund or HCV administrative reserves

Board Action

- No action required; this item is for information and oversight awareness.

Community Engagement and External Activities

Black Travel Maine – MLK Ski Weekend (1/16):

Kicked off the weekend with a community meet-and-greet at Allagash Brewing Company, highlighting Commissioner White's contributions. Attendees included Mayor Dion, community leaders, social service providers, and local entrepreneurs.

MLK Breakfast (1/19):

Attended the annual breakfast hosted by Alpha Legal Foundation alongside regional community leaders.

Notable Affordable Housing News & Public Communications

Below is a summary of external media coverage and related public-interest reporting referencing the Portland Housing Authority directly or addressing housing issues that intersect with PHA's work and community context.

Portland (ME) Public Housing Agency Seeks PR

Outlet: *O'Dwyer's*

URL: <https://www.odwyerpr.com/story/public/24194/2026-01-23/portland-me-public-housing-agency-seeks-pr.html>

Summary:

The article reports that the Portland Housing Authority issued a Request for Proposals seeking public relations and strategic communications support. It outlines the agency's goals around improving public understanding of its mission, strengthening communications, and supporting broader community engagement.

MaineHousing Says Housing Prices Still Out of Reach for Many

Outlet: *Spectrum News – Maine*

URL: <https://spectrumlocalnews.com/me/maine/housing/2026/01/20/mainehousing-says-housing-prices-still-out-of-reach-for-many>

Summary:

This story highlights statewide housing affordability challenges, noting that housing costs continue to significantly outpace income growth. The report provides context for the growing demand for affordable housing and housing assistance programs in Portland and across Maine.

Housing Advocates Tout Proposed \$70 Million Investment

Outlet: *Maine Public*

URL: <https://www.mainepublic.org/business-and-economy/2026-01-28/housing-advocates-tout-proposed-70-million-investment-our-state-is-facing-a-rainy-day>

Summary:

The article covers a proposed state investment using Maine's rainy-day fund to support affordable housing development and preservation. Housing advocates emphasize the need for sustained public investment to address shortages affecting public housing authorities and low-income households.

City Leaders Warn of Potential Evictions as Immigrants Fear Leaving Homes

Outlet: *Maine Morning Star*

URL: <https://mainemorningstar.com/2026/01/28/city-leaders-warn-mills-about-potential-evictions-as-immigrants-fearful-to-leave-homes/>

Summary:

Portland city leaders express concern that fear related to federal immigration enforcement may increase housing instability and eviction risk among immigrant households. The piece underscores broader community pressures affecting housing providers and residents.

Items in Review / Upcoming

HR Subcommittee: Board-approved onboarding, non-union, and general policies.

Finance Committee: Annual budget process

One Waitlist Initiative – In process

FS3 Groundbreaking Event – Tentatively week of March 16

Job Description Review – Staff Leadership

New Complaints Process – porthouse.org/complaints-praise

Respectfully submitted,

Leah Bruns

Interim Executive Director

ATTACHMENTS:

Attachments:

- Portland Housing Authority 2025–2030 Five-Year Plan – Goals Matrix
- Demographics: Voucher, LIPH, and Converted Properties
- Letter from Participant of Voucher Program

Portland Housing Authority 2025–2030 Five-Year Plan – Goals Matrix (Monthly Updates in Red)

Goal	Key Initiatives	Metrics	Tracking / Responsible Dept.	Progress
1. Expand Affordable Housing & Homeownership Opportunities	Expand affordable housing via mixed-income development, rehab, preservation, and new units.	Complete 239 pipeline units by 2030, expand further pipeline.	(DEV) Pipeline report (239 units, accessibility compliance). (BPR) Develop Website analytics from Courbanize	Reference Development Report FS Homeownership units remain on schedule, with completion anticipated in May 2026. 6/8 units accounted for. Closing in December. Condos to be delivered in March. Gardner Real Estate assisting with the groundbreaking and ribbon cutting. We regularly attend the City of Portland's Social Housing meetings to stay aligned with broader housing initiatives, share information, and strengthen coordination with municipal and community partners. Jay and Leah presented to the task force this month and discussed areas of possible synergy.
	Promote homeownership through vouchers, education, and support systems.	Provide on-site homeownership preparation classes. Publish homeownership education opportunities on local event calendars and distribute to local centers of influence.	(RS) Homeownership prep classes (track bank involvement). (BPR) Weekly & monthly Cision reporting	The FSS Manager is undergoing training on the homeownership process. The Voucher Department is administering 40 Homeownership vouchers currently All essential Voucher, FSS, and Management staff attended a three-day Homeownership Training session with Quadel, which we are hosting. Invitations have also been extended to Avesta's Homeownership course manager, our partners at Project HOME, and representatives from housing authorities

				across the state to strengthen collaboration and shared learning.
	<p>Increase awareness of new affordable housing developments and homeownership programs.</p>	<p>Increase number of earned media stories promoting homeownership preparation classes and their impact.</p> <p>Publish regular updates on Co-Urbanize, PHA website and in the quarterly resident newsletter promoting housing opportunities and accessibility improvements.</p> <p>Increase number of owned media stories promoting homeownership preparation classes and their impact.</p>	<p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>The IT Department will be reviewing analytics reports for both CivicPlus and CoUrbanize.</p> <p>Front Street Condos Story Pending</p>
	<p>Enhance accessibility with disability-compliant units & improved RA process.</p>	<p>Exceed accessibility standards & Universal Design.</p>		<p>We have implemented a new cross-departmental RA review panel to ensure consistency, timeliness, and fairness in all accessibility decisions. The panel process is now in place, functioning well, and continuing to evolve as we refine workflows and incorporate staff feedback. This improved structure strengthens our ability to respond more effectively to accommodation requests.</p>

	<p>Increase awareness of PHA accessibility enhancements.</p>	<p>Increase number of earned and owned media stories promoting PHA accessibility enhancements.</p> <p>Publish regular updates on Co-Urbanize, PHA website and in the quarterly resident newsletter promoting housing opportunities and accessibility improvements.</p>	<p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>Monroe Street Accessible Playground story is awaiting completion.</p>
2. Restructure & Scale Up LIHTC Properties	<p>Transition properties to LIHTC models.</p>	<p>LIHTC transitions for 5 properties by 2030.</p> <p>Secure funding for 100% of LIHTC transitions.</p>	<p>(DEV) Pipeline report (5 conversions).</p> <p>(DEV) Funding secured for LIHTC.</p>	<p>Transition properties to LIHTC models.</p> <p>We continue to advance conversion planning across our portfolio to preserve long-term affordability, stabilize operating revenue, and support reinvestment in our aging assets. The following reflects our current inventory and progress toward repositioning:</p> <p>Remaining LIPH Portfolio – 568 Units</p> <ul style="list-style-type: none"> • Sagamore Village – 200 units (SAC approved) • Franklin Towers – 200 units (SAC approval in process) • Bayside East – 98 units (SAC approved for 40 units) • Kennedy Park – 46 units

			<ul style="list-style-type: none"> • Bayside Terrace – 24 units <p>Non-LIPH / Repositioned or in LIHTC Models – 767 Units</p> <ul style="list-style-type: none"> • Harbor Terrace – 120 units (PBV & LIHTC) • Front Street East – 60 units (PBV, LIHTC, Market) • Front Street West – 45 units (PBV, LIHTC, Market) • Washington Gardens – 100 units (PBV & LIHTC) • Riverton Park – 141 units (PBV & LIHTC) • Bayside Anchor – 45 units (PBV, LIHTC, Market) • Solterra – 55 units (PBV, LIHTC, Market) • 47/49 Boyd – 9 units (Market) • 841 Congress – 5 units (Market) • State Street – 169 units (HUD Multifamily & Market) • 81/87 Salem – 3 units (PBV) • 43 Hammond – 4 units (PBV) • 155 Anderson – 6 units (RAD-PBV) • Dermot Court – 4 units (PBV) • 38 Mayo – 1 unit (Market) 	
	<p>Increase awareness of PHDC's LIHTC expertise and track record.</p>	<p>Increase number of earned and owned media stories showcasing LIHTC</p>	<p>(BPR) Weekly and monthly Cision reporting.</p>	

		<p>transitions, project milestones, and industry awards.</p>	<p>(DEV/BPR) Case studies written and published.</p> <p>(DEV/BPR) Awards submitted and won.</p> <p>(IT) PHA website analytics.</p>	
	<p>Develop operational plans for staff workload during/after transitions.</p>	<p>Annual staff workload evaluations.</p>	<p>(EXEC) Annual staff survey</p> <p>Complete current org chart while making considerations of the next iterations</p> <p>(PM/FAC) Develop Standard Operational plans.</p>	<p>Revisions to all job descriptions are underway and are scheduled for completion in December.</p> <p>New operational SOPs for Property Managers are in development for ECC.</p>
<p>3. Address Housing Equity, Discrimination, & Foster Safe, Inclusive Communities</p>	<p>Expand Fair Housing education & multilingual resources.</p>	<p>Annual Fair Housing workshop.</p>	<p>(RS) Fair Housing workshops.</p> <p>(HR or Compliance) Fair Housing for Staff</p>	<p>Fair Housing training for all staff was completed in 2025 and facilitated by Aubrey Russell.</p> <p>Expand Fair Housing education and multilingual resources.</p> <p>PHA continues to strengthen its commitment to equitable access by expanding Fair Housing education for residents, applicants, and staff, and by increasing the availability of multilingual materials across all programs. As part of this work, we are implementing the PHA Language Access Plan (LAP)—available on our website—which outlines how we</p>

				provide interpretation, translation, and meaningful access for individuals with limited English proficiency. The LAP guides our outreach materials, notices, and resident communications, ensuring that key information is delivered in multiple languages and in formats that are easy to understand. These improvements help remove barriers, support compliance with HUD requirements, and enhance the overall resident experience.
	Increase awareness of and engagement with Fair Housing education and multilingual resources.	Increase number of earned and owned media placements sharing Fair Housing education information and resources for multilingual households.	(BPR) Weekly and monthly Cision reporting. (BPR) Quarterly sentiment analysis for EXEC. (RS) Quarterly Resident Services newsletter. (IT) PHA website analytics.	The Resident Services Newsletter has been published and distributed quarterly since.
	Promote equity through mixed-income developments.	2 new mixed-income projects by 2030. Increase number of earned and owned media placements showcasing mixed-income developments and how it supports housing equity.	(DEV) Mixed-income projects. (BPR) Weekly and monthly Cision reporting.	

			<p>(BPR) Quarterly sentiment analysis for EXEC.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	
	<p>Collaborate on safety (traffic, environment).</p>	<p>Reduce reported safety concerns 25%.</p> <p>Increase number of earned and owned media stories about PHA's safety enhancements and collaborations.</p>	<p>(EXEC) Resident survey on safety (25% reduction).</p> <p>(DEV) Mixed-income projects.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p>	<p>A resident survey is currently underway as part of the Community Conversations initiative, which began on October 30, 2025. These Conversations are complete, and a full report is pending. Based on the result of this we will be sending out an all-household survey.</p> <p>Meeting on 12/12/2025 with Emergency Management Director and Fire Chief Johnston to discuss improved coordination with PHA during emergencies. The meeting was held, during which we shared resources—including the Flood Vulnerability Assessment—with the Emergency Services Coordinator of the City of Portland. In turn, the City of Portland provided valuable materials to assist in revising our current emergency planning efforts. We have also requested that all properties submit their individual power outage emergency plans (as per the email sent on 12/22), and we will continue to ensure that each property</p>

				maintains a generator-supported community space.
	Improve lighting, signage, secure access.	Upgrade security at 3+ properties in 2 years.	(IT/Fac) Security infrastructure upgrade. Lighting/Signage (Fac)	<p>The IT Department is developing an annual infrastructure and security upgrade schedule, including a building-by-building matrix of existing cameras and access control (FOB) systems.</p> <p>Signage for 970 Baxter is currently on order. Received and hung</p> <p>Replacement signage for 14 Baxter is also on order.</p> <p>Met with Portland Trails and discussed Wayfinding for trails abutting PHA properties to increase use by Residents and the Community.</p>
	• Tenant-led advocacy workshops.			

	Crisis intervention/de-escalation training.	100% of direct service staff trained in de-escalation.	(HR) De-escalation training.	HR is coordinating scheduling for all staff and researching available providers for this training. A meeting was held with Resilience and Hope Intervention Services on October 27 to learn more about their services.
4. Empower Residents Through Education, Support, & Opportunity (Published Change Pending Board Vote – Vote will be in January Board Meeting pending closure of Public Comment period)	Expand youth/adult/senior education (financial literacy, jobs, skills).	75% of youth offered programs annually. +30% adult participation in financial/job programs. Increase number of earned and owned media stories demonstrating delivery and impact of youth/adult/senior education programming. Increase engagement with resident education and opportunity-building content on the PHA website.	(RS) Track youth engagement, adult financial/job readiness. (BPR) Weekly and monthly Cision reporting. (RS) Quarterly Resident Services newsletter. (IT) PHA website analytics.	A public notice was published regarding a proposed amendment to the PHA Five-Year Plan (FY 2025–2030). A public meeting was held, and no comments were received, so we will proceed with the proposed changes. Following this, the amendment will be presented to the Board for a vote. This amendment updates the planned use of Capital Fund resources to support construction of a new Community Center in the Bayside East neighborhood. The facility will include a food pantry, study center, and expanded opportunities for collaboration with resident-focused service providers. The update appears under Goal 4: Empower Residents Through Education, Support, and Opportunity , with the addition of a new Key Initiative. No other modifications have been made to this section.

	<p>Partner with MH providers for counseling & wellness.</p> <p>Strengthen food, transport, employment service partnerships.</p>	<p>Partner with 5 new local orgs.</p> <p>Increase number of earned and owned media stories announcing and celebrating food, transport and employment service partnerships.</p> <p>Create, implement, announce and promote a PHA “partner of the year” recognition program.</p> <p>Write and publish monthly profiles of PHA partner organizations on the PHA website and amplify on LinkedIn.</p>	<p>(RS) New partner list (5 orgs).</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>A new Memorandum of Understanding has been sent to the City of Portland Community Policing team for review on 10/09/25.</p> <p>City of Portland Police acknowledged receipt of MOU in December 2025</p>
	<p>Support for residents transitioning from homelessness (case mgmt, healthcare, life skills).</p>	<p>90% of residents transitioning from homelessness receive wraparound services.</p> <p>Reduced evictions, stronger housing retention.</p>	<p>(RS) Referrals/wraparound for homeless at entry.</p> <p>(RS/PM) Eviction prevention supports.</p> <p>(BPR) Weekly and monthly Cision reporting.</p>	<p>CommonSpace discussions are ongoing.</p> <p>Franklin Towers reaching out to CommonSpace as possible pilot site.</p> <p>Support for residents transitioning from homelessness (case management, healthcare, life skills).</p> <p>Our Resident Service Coordinators (RSCs) play a central role in helping residents</p>

		<p>Increase number of earned and owned media stories demonstrating availability and impact of transitional support services.</p> <p>Increase engagement with resident empowerment related content on the PHA website.</p>	<p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	<p>stabilize and thrive as they transition from homelessness into permanent housing. RSCs provide individualized case management, connect residents with critical healthcare and behavioral-health services, and help them build essential life skills. This support includes coordinating medical and mental-health appointments, assisting with benefits and documentation, offering coaching around budgeting and housekeeping, and strengthening connections to community resources. Their work helps residents maintain housing, increase self-sufficiency, and successfully integrate into their new community.</p>
	<p>Support seniors & disabled for aging in place/transition to care.</p>	<p>90% of seniors/disabled supported with aging-in-place or transition.</p>	<p>(Dev& RS) Aging in Place standards</p>	<p>Franklin Towers Pilot: Coordinators will provide support with downsizing and layout consultations to help reduce fall risks. (Potential partner: Deb Keller)</p> <p>Annual Large-Item Trash Pickup: Scheduled for spring, with potential part-time opportunities for youth to assist with trash collection.</p>
<p>5. Promote Sustainability & Environmental Stewardship</p>	<p>Enhance waste mgmt (recycling, composting).</p>	<p>Clear waste procedures & recycling in place.</p>	<p>(FAC) Waste mgmt procedures.</p>	<ul style="list-style-type: none"> • Ecomaine Pilot: A pilot program with Ecomaine is underway at two sites—Riverton and Kennedy Park.

				<ul style="list-style-type: none"> • Solid Waste Removal Contract: Solid waste removal services will be issued for competitive bid next year. • BOC Presentation: A presentation is scheduled for the Board of Commissioners on November 6, 2025.
	Incorporate energy-efficient systems in all projects.	Prioritize energy efficiency in heating, cooling, lighting.	(DEV) Sustainable design in pipeline.	<ul style="list-style-type: none"> • At Bayside Anchor (45 units), PHA co-developed Maine's first multifamily building certified to the Passive House Institute U.S. (PHIUS) standard: ultra-high insulation, airtight construction, heat-recovery ventilation, rooftop solar, and minimal heating needs (annual heating cost estimated at about \$125 per unit). Portland Housing Authority+2Kaplan Thompson Architects+2 • At Riverton Park, PHA plans a major revitalization—including new construction and renovation—that will “increase energy-efficiency ... and include rooftop solar photovoltaic panels.” rivertonparkmaine.com • At Harbor Terrace (120 senior-household units), the update includes replacement of exterior envelope, installation of more energy-efficient windows, and new

				<p>airtight insulation and HVAC/ventilation systems. harborterracermaine.com</p> <ul style="list-style-type: none"> • PHA's published "Green Policy" sets forth the value of "energy efficiency, resource conservation and sustainability" as a cultural objective for the organization, employees, and residents. Portland Housing Authority <p>Together, these pieces show that PHA is actively embedding energy-efficient systems in its redevelopment and new construction work, not just in planning but in execution. We will continue to monitor project results, track utility and operating cost savings, and refine our standards over time.</p>
	<p>Resident partnerships for sustainability & awareness.</p> <p>Highlight sustainability initiatives through events, earned media, partner features, and recognition programs.</p>	<p>Train youth/residents in sustainable living.</p> <p>Secure at least one media placement or award tied to sustainability each year.</p> <p>Plan and execute at least one sustainability-related workshops for residents.</p>	<p>(RS) Partner with local enviro orgs (youth focus).</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(BPR/DEV) Award nomination development and submission.</p>	
	<p>Increase awareness of sustainability and environmental</p>	<p>Increase number of earned and owned media stories highlighting waste</p>	<p>(BPR) Weekly and monthly Cision reporting.</p>	

	<p>stewardship initiatives and impact.</p>	<p>management initiatives and resident partnerships.</p> <p>Pursue new award and recognition opportunities for sustainability initiatives and resident partnerships.</p> <p>Increase sustainability messaging pull-through in all earned media stories.</p> <p>Increase engagement with sustainability-related content on the PHA website.</p>	<p>(BPR/DEV) Award nomination development and submission.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(RS) Quarterly Resident Services newsletter.</p> <p>(IT) PHA website analytics.</p>	
6. Enhance Communication, Engagement, & Organizational Efficiency	<p>Launch tenant portal (multilingual).</p>	<p>Tenant portal live in 2 yrs, 60% adoption.</p> <p>Voucher/owner portal in 3 yrs.</p> <p>Tenant portal launch communications plan developed and executed</p>	<p>(BPR) Development of communications plan for tenant portal rollout.</p> <p>(IT) Tenant & owner portals, staff tech training, digital audits.</p> <p>(RS) 12 events/year, RAB participation tracking.</p> <p>(EXEC) 80% customer service satisfaction survey. (EXEC) Employee</p>	<p>The IT Department is reviewing RealPage and PHA Web, and will implement both platforms once the software conversion is complete.</p> <p>CivicPlus notification sign-up processes are ongoing.</p> <p>The IT Department will review the KnowBe4 security report. Monthly phishing</p> <p>Tenant Portal has been launched for RealPage – includes ability to submit payments, ledger, and allows residents to submit work orders.</p>

			<p>engagement improvements.</p> <p>(IT) Train 100% of staff on new tools, software and tech</p>	<p>simulations continue, and staff who click on malicious links are assigned one of three training levels based on risk.</p> <p>A comprehensive audit of digital tools is underway.</p> <p>HR is researching options for employee engagement surveys.</p>
	<p>Increase leadership accessibility via RAB & Q&A.</p>	<p>12 resident engagement events annually.</p> <p>RAB participation up 30%.</p>		
	<p>Audit digital tools for efficiency.</p>	<p>Digital audit in 18 months.</p>		
	<p>Expand tenant notification systems.</p>			
	<p>Staff training on tech & customer service.</p>	<p>100% staff trained on tech/tools.</p> <p>80% resident satisfaction with staff.</p>		
	<p>Improve staff engagement & retention.</p>	<p>Improved staff engagement scores.</p>		

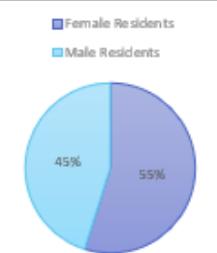
	SOP guides across departments.			
7. Build Stronger Community Relationships & Partnerships	<p>Expand PR efforts to reduce stigma.</p> <p>Collaborate with local orgs & businesses.</p> <p>Host resident/community events.</p>	<p>PR communications plan drafted each year that encompasses and works towards all 5-year goals.</p> <p>Secure earned and owned media placement showcasing resident leadership and neighborhood integration.</p> <p>Increase community sentiment towards public housing via public awareness campaign launch.</p> <p>Highlight quality design & neighborhood integration.</p> <p>Resident leadership in events.</p>	<p>(EXEC) PR campaign rollout.</p> <p>(BPR) Weekly and monthly Cision reporting.</p> <p>(BPR/EXEC) Year-end summary of partnership outcomes tied to PR engagement.</p> <p>(DEV) Neighborhood design collaboration.</p> <p>(RS) Resident leadership tracked in events.</p>	<p>Beginning in 2026, Study Centers will establish a Community Group in each neighborhood, using an RAB-like model coordinated by Resident Services.</p> <p>Procurement has drafted and released the new PR RFP.</p> <p>Success stories highlighting our Board Members are in development.</p> <p>We are coordinating a meeting with Portland Trails to explore opportunities for deeper collaboration. Their trail network, which connects to or borders many of our properties, is an invaluable asset for. Meeting has occurred (December 2025) resident recreation, mobility, and community engagement.</p> <p>Portland Housing Development Corporation (PHDC), the real estate development arm of the Portland Housing Authority, is committed to creating and preserving affordable homes in Portland's most connected neighborhoods—near transit, schools, services, and recreation. Our development approach emphasizes high-quality design, long-term sustainability, and thoughtful integration into the surrounding community.</p>

To strengthen this work even further, PHDC has launched dedicated CoUrbanize project pages, creating an accessible platform for residents, neighbors, and community partners to follow our development projects, stay informed, and share feedback in real time. These pages offer transparent updates, project details, and opportunities for community input—helping us build stronger relationships and ensuring that each development reflects the needs and aspirations of the people who live and work in the neighborhood.

The following links bring you directly to those pages:

- [Riverton Park Redevelopment & Rehabilitation Community | Home](#)
- [Harbor Terrace Community | Home](#)
- [COMB Block Community | Home](#)
- [Sagamore Village Community | Home](#)
- [Application error: a client-side exception has occurred](#)

Statistical Data	
Total Residents	931 -
Female Residents	511 55%
Male Residents	420 45%
Average Age F	39 -
Average Age M	37.9 -
Total Households	427 -
Female Headed HH*	251 59%
Male Headed HH*	176 41%
Average HH Size	2.18 -
Average Length of	8.04 -
Elderly Individuals	205 22%
Disabled Individuals	345 37%

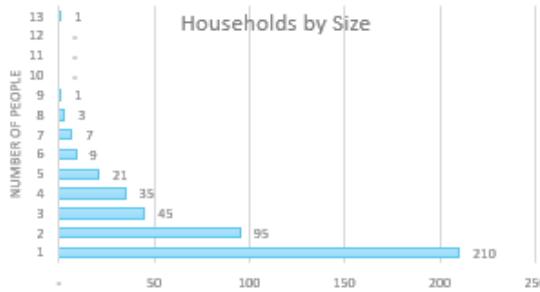


Households by Size (number of people)		
1	210	49%
2	95	22%
3	45	11%
4	35	8%
5	21	5%
6	9	2%
7	7	2%
8	3	1%
9	1	0%
10	-	0%
11	-	0%
12	-	0%
13	1	0%

(years of age)



11 to 20	190	20%
21 to 30	81	9%
31 to 40	84	9%
41 to 50	106	11%
51 to 60	115	12%
61 to 70	140	15%
71 to 80	59	6%
81 to 90	27	3%
91 to 100	1	0%
101+	-	0%





Currently Housed

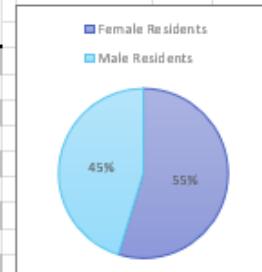
ALL Voucher Demographics Combined

Data refreshed on

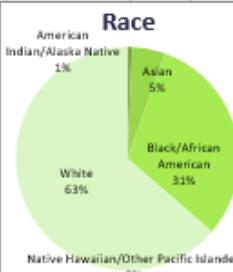
12/1/2025

Statistical Data	
Total Residents	4184
Female Residents	2291 55%
Male Residents	1893 45%
Average Age F	39 -
Average Age M	36 -
Total Households	2158 -
Female Headed HH*	1311 61%
Male Headed HH*	847 39%
Average HH Size	1.92 -
Average Length of	5.46
Elderly Individuals	847 20%
Disabled Individuals	1562 37%

*gendered HH does not mean single parent



Race	
American Indian/Alaska Native	27 0.6%
Asian	203 4.9%
Black/African Native	1,290 ####
Hawaiian/Other	3 0.1%
White	2,661 ####



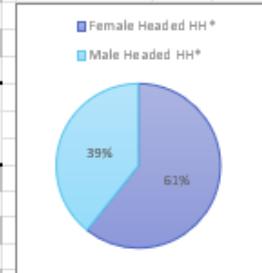
Income Types (number of income sources, not individuals)

	0 to 10	10 to 20	20 to 30	30 to 40	40 to 50	50 to 60	60+	Average Household Gross Income	Median Per Capita Gross Income	2024 Federal Poverty Guideline
Child Support	86	2%								
General Assistance	1	0%								
Military Pay	1	0%								
Other NonWage	553	13%								
Other Wage	865	21%								
Own Business	54	1%								
Pension	92	2%								
PHA Wage	0	0%								
Social Security	1220	29%								
SSI	958	23%								
TANF (Formerly	80	2%								
Unemployment	6	0%								

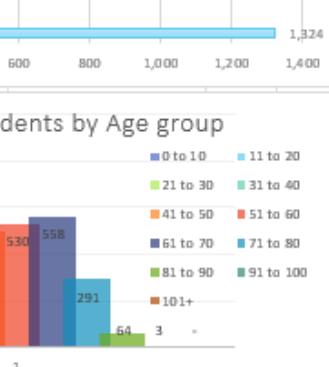
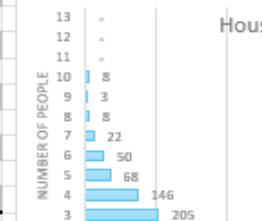
% of total residents

Guideline

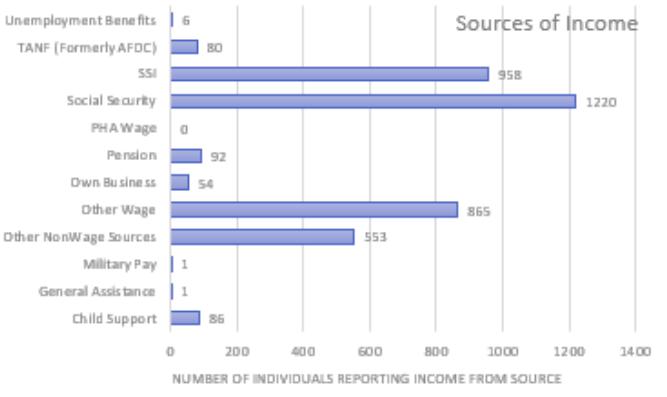
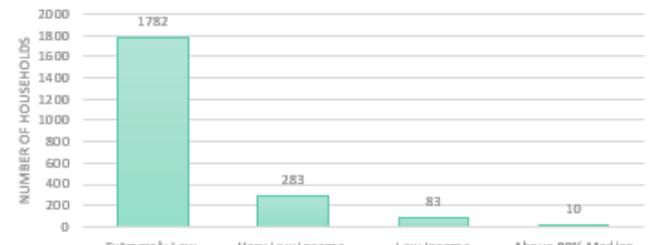
61%



Ethnicity	
Hispanic or Latino	170 4.1%
Not Hispanic or	4,008 96%



Income Categories Based on FY 2024 HUD Income Limits for Portland, ME





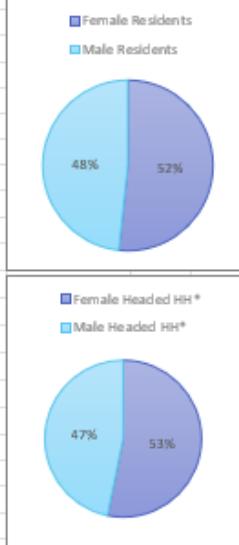
Currently Housed

ALL LIHTC Demographics

Data refreshed on

12/1/2025

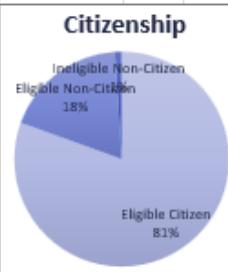
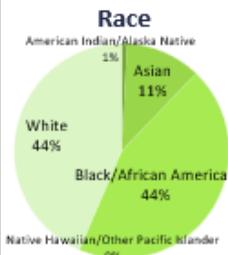
Statistical Data	
Total Residents	969
Female Residents	501 52%
Male Residents	468 48%
Average Age F	36.8 -
Average Age M	35.4 -
Total Households	436 -
Female Headed HH*	232 53%
Male Headed HH*	204 47%
Average HH Size	2.22 -
Average Length of	1.96 -
Elderly Individuals	209 22%
Disabled Individuals	279 29%



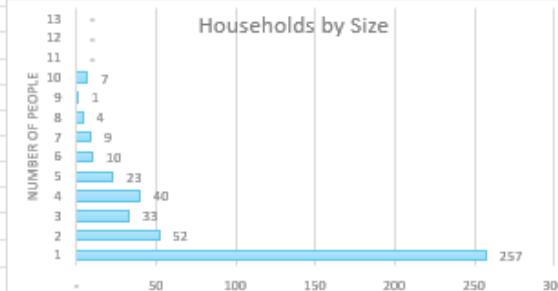
Race		
American Indian/Alaska Native	8	1%
Asian	110	11%
Black/African	429	44%
Native Hawaiian/Other	-	0%
White	422	44%

Ethnicity		
Hispanic or Latino	40	4%
Not Hispanic or	929	96%

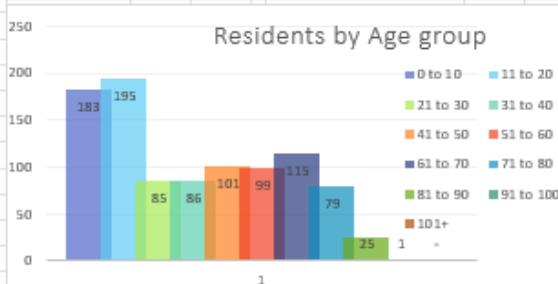
Citizenship		
Eligible Citizen	780	80%
Eligible Non-	179	18%
Ineligible Non-	10	1%
Pending	-	0%



Households by Size (number of people)		
1	257	59%
2	52	12%
3	33	8%
4	40	9%
5	23	5%
6	10	2%
7	9	2%
8	4	1%
9	1	0%
10	7	2%
11	-	0%
12	-	0%
13	-	0%



Residents by Age group		
11 to 20	195	20%
21 to 30	85	9%
31 to 40	86	9%
41 to 50	101	10%
51 to 60	99	10%
61 to 70	115	12%
71 to 80	79	8%
81 to 90	25	3%
91 to 100	1	0%
101+	-	0%



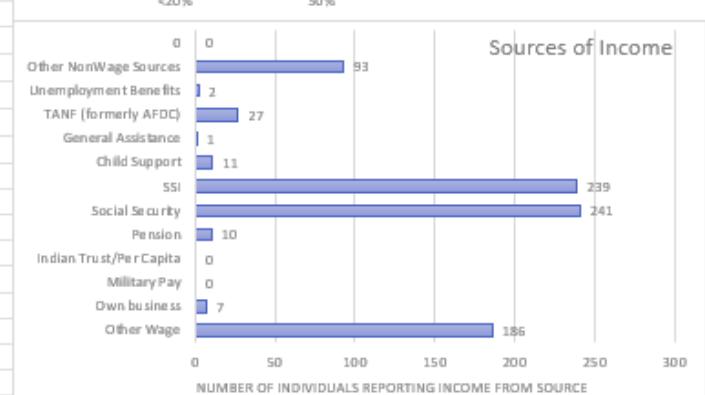
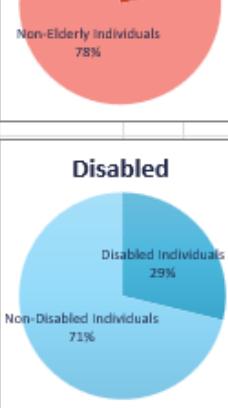
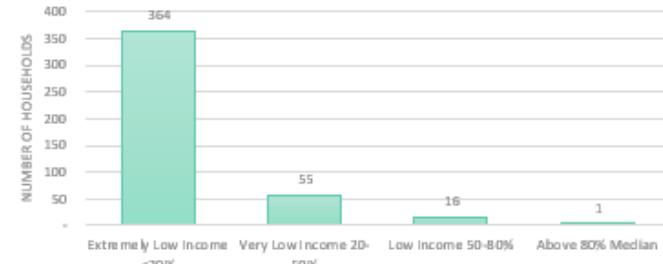
Income Types (number of income sources, not individuals)		
Other Wage	186	19%
Own business	7	1%
Military Pay	0	0%
Indian Trust/Per Capita	0	0%
Pension	10	1%
Social Security	241	25%
SSI	239	25%
Child Support	11	1%
General Assistance	1	0%
TANF (formerly AFDC)	27	3%
Unemployment Benefits	2	0%
Other NonWage	93	19%

HH Gross Income by range (thousands of \$)		
0 to 10	58	13%
10 to 20	226	52%
20 to 30	64	15%
30 to 40	26	6%
40 to 50	32	7%
50 to 60	13	3%
60+	17	4%

Average Household Gross Income \$0

Median Per Capita Gross Income \$0		
2025 Federal Poverty Guideline	68%	

Income Categories Based on FY 2025 HUD Income Limits for Portland, ME



January 28, 2026

Portland Housing Authority
Housing Choice Voucher Program (Section 8)
970 Baxter Blvd
Portland, ME 04103

Dear Portland Housing Authority Team,

I am writing this letter with deep gratitude and appreciation for the support, care, and compassion I have received through the Housing Choice Voucher (Section 8) Program. I qualified for Section 8 during a very difficult season of my life. I was on medical leave following surgery, raising four children, and working as a social worker, yet still struggling to make ends meet. The assistance I received through your program provided me with stability when I needed it most and truly changed the course of my life.

Because of the Housing Choice Voucher Program, I was not only able to remain housed, but I was fortunate enough to have a home built, something I never thought would be possible for me. Your support became the foundation that allowed me to survive, rebuild, and move forward.

Shortly after, I was diagnosed with breast cancer and underwent surgery, chemotherapy, and radiation. During that time, I was also attending the University of Southern Maine's accelerated BSN nursing program. Without the financial stability and emotional relief provided by your program, I would have lost everything. Instead, I was able to focus on healing, caring for my children, and continuing my education without the constant fear of homelessness.

I am proud to share that I graduated on December 19th and have officially accepted a position as a Clinical Nurse I at Maine Medical Center. I will be taking my NCLEX on February 2nd, which is my final step toward becoming a licensed registered nurse. None of this would have been possible without the support of the Portland Housing Authority and the dedicated staff who treated me with dignity, kindness, and respect during the hardest years of my life. You did not just provide housing, you gave me stability, hope, and the opportunity to rebuild my future for myself and my children. Thank you for believing in me when I needed it most. I will carry this gratitude with me for the rest of my life.

With sincere appreciation,



970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-761-5886 | porthouse.org
Department: Vouchers

Memorandum

To: Board of Commissioners
From: Clyde Barr
Subject: Monthly Department Update for Vouchers
Date: 01/29/2026

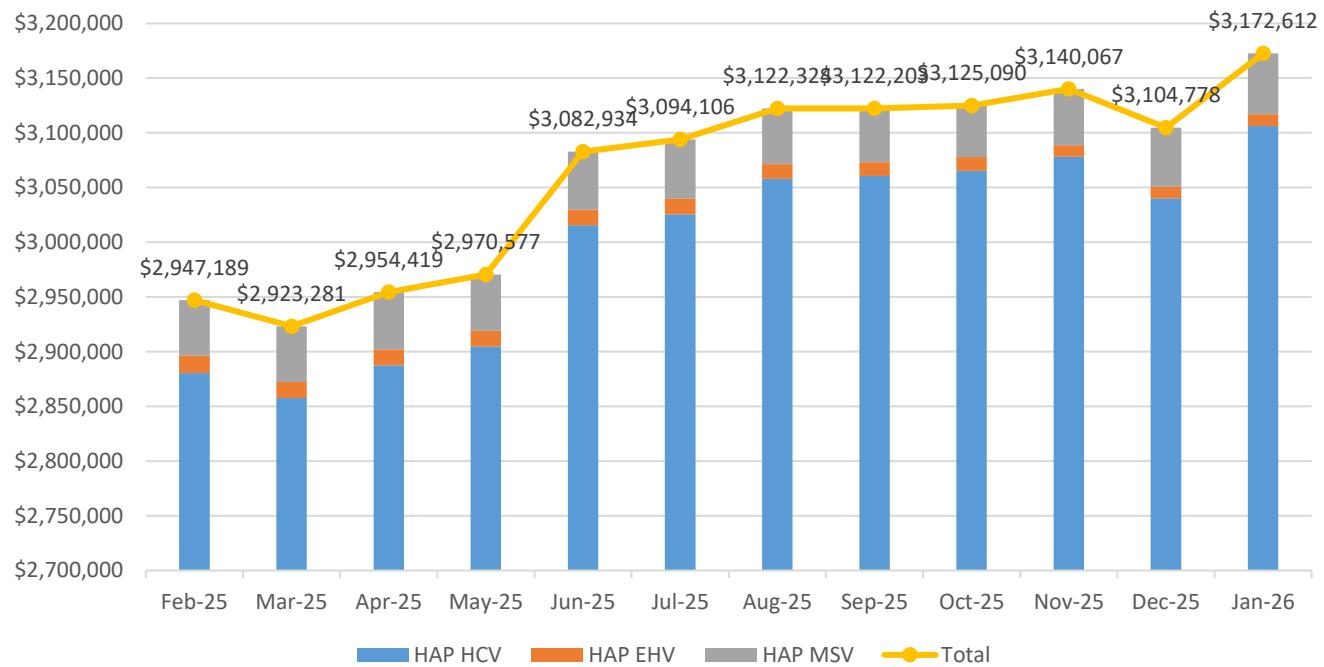
We are working on finalizing updates to our FY27 Administrative Plan.

The agency is monitoring the budget/continuing resolution debate in Washington. If a shut down occurs most expect it to be a short one. Housing Assistance Payments for February and March have been obligated.

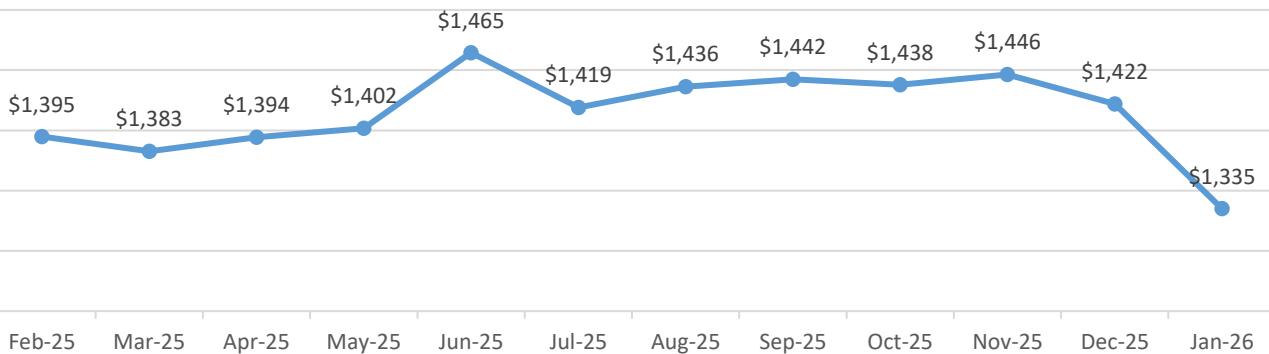
HUD has indicated to software partners that they are intending to require full HOTMA compliance by April 1, 2026 for August annual recertifications. Our current Administrative Plan has our HOTMA compliant policies. There will be an adjustment period for staff and participants after such a long delay in implementation. We will wait for guidance, but begin preparing.

HUD has requested that we reaffirm the immigration eligibility status for several of our voucher participants. It is a detailed process and I will update the Board with more details once completed.

Housing Assistance Payments (HAP) by Annual Contributions Contracts (ACC)



Per Unit Cost (PUC)



Memorandum

To: Board of Commissioners
From: Jason Beseda
Subject: Monthly Department Update for PHA Board of Commissioners
Date: 1/29/26

Executive Summary

During January, the Facilities & Inspections Department operated in a **low-incident environment**, with no significant facility failures or emergency conditions reported. The Director's efforts focused on inspection intake review, operational oversight, interdepartmental coordination, and maintaining departmental readiness. This period of relative stability reflects consistent property operations and effective preventative oversight.

Departmental Activities

1. Inspection Intake Review & Triage

- Reviewed incoming inspection and complaint requests to determine scope, urgency, and appropriate level of response.
- Ensured inspection activities were properly aligned with Authority responsibility prior to deployment of staff or resources.
- Maintained adherence to established inspection protocols and documentation standards.

Outcome: Ensured inspection resources were reserved for warranted cases and that all actions taken were purposeful and defensible.

2. Operational Oversight & Scheduling

- Maintained oversight of inspection capacity, staffing availability, and response readiness.
- Coordinated inspection scheduling to avoid operational conflicts and prevent backlogs.
- Monitored inspection workflow to ensure timely response capability in the event of emergent issues.

Outcome: Sustained uninterrupted inspection operations and preserved flexibility to respond to future needs.

3. Cross-Department Coordination

- Supported Property Management, Housing, and Inspections staff by responding to inquiries and providing process guidance.
- Clarified inspection roles, escalation pathways, and responsibility distinctions.
- Ensured consistent application of standards across departments.

Outcome: Promoted operational clarity, reduced duplication of effort, and supported unified decision-making.

4. Leadership & Readiness Functions

- Maintained departmental readiness during a period of fewer escalated issues.
- Continued oversight of compliance requirements related to inspections and facilities operations.
- Remained available for consultation, escalation, and rapid response if conditions changed.

Outcome: Ensured the Facilities & Inspections function remained fully prepared despite reduced reactive demand.

Context for the Board

- January presented minimal escalated facility issues, indicating stable property conditions.
- Director-level activity during this period was preventative and supervisory, rather than reactive.
- Maintaining readiness, oversight, and internal coordination during low-incident periods is critical to sustaining long-term performance and risk management.



970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-761-5886 | porthouse.org
Department: Information Technology

Memorandum

To: Board of Commissioners
From: Tony McDonald
Subject: Monthly Department Update for January 2026
Date: 1/30/2026

Key Accomplishment

1. Harbour Tarrace WiFi install completed

IT Support Metrics (Monthly)

Metric	Count
Tickets Opened	186
Tickets Closed	182

Cybersecurity: Phishing Simulation Results

Campaign Period: October 15 – November 5, 2025

- Phish-Prone Rate: 2.6%
- Recipients: 114
- Failures (Clicks): 3

Website Analytics

Overall Site Activity

Total Users - 4,481

New Users - 4,072

Sessions - 5,953

Pages Viewed - 14,457

Top 10 Most Viewed Pages

1. Portland Housing Authority – Home Page 1,859)
2. Apply (633)
3. Public Housing Application (462)
4. LIHTC Application (439)
5. Low-Income Public Housing (342)
6. Staff Directory (339)
7. Housing Choice Voucher Application (266)
8. Elderly & Disabled Housing (252)
9. Housing Choice Voucher (229)
10. Harbor Terrace (227)



Finance Committee Meeting Minutes

Tuesday, January 27, 2026 at 5:30pm
970 Baxter Blvd, 3rd Floor, Portland, ME 04103

Attendees: Kristin Blum- Committee Chair, Commissioner Shirley Peterson, Commissioner Tim Wells (remote)

Staff: Leah Bruns, Interim Executive Director; Anamika Chaudhari, Director of Finance; Jay Waterman, Director of Development; Doane Dorchester, Office Manager; Cora Lanclos, Director of Property Management

1.) Roll Call / Declaration of a Quorum

Kristin Blum called the meeting to order at 5:36pm and declared a quorum.

2.) Financial Review

a. PHA Income and Expense

Anamika Chaudhari reviewed the Variance Summary provided in the packet. Draw downs have not been booked at the time they happen but this should improve in the next report. Staff are still meeting with ADP regarding reporting which may be causing some variance. We may need to reclass insurance on the balance sheet which will make that gap go down \$20k. Timing discrepancies related to salaries and benefits are unclear; Leah Bruns will dig into this further.

b. PHDC Operational Income and Expense

The majority is timing related to Development Fees for Harbor Terrace and Sagamore Village which we do anticipate getting this fiscal year. There was a discussion related to the recoupment of relocation related expenses; staff are checking to see if Maine Housing has limits on reimbursing costs related to staffing versus supplies.

Tim Wells joined the meeting remotely at 5:50pm.

c. PHDC Properties Income and Expense

There was no report and no discussion on this agenda item.

d. Board Report – Key Performance Indicators

Leah Bruns reviewed highlights from the report. In addition to Real Page we plan to move from Emphasys to PHA Web which will also increase our ability to pull data and reports for different sites and programs. For occupancy the goal is above 97% and collection rate should be above 95%.

The waitlist should transition to Affordable Housing for March 1st which will improve our ability to pull from a larger pool of people and for the waitlist to be maintained by an outside company.

The turn rate is tracking when a unit becomes vacant until a unit is leased up. We may look at tracking the time related to unit turn by maintenance and the time related to lease up separately as well as the total time vacant.

- Does the lease up process work in parallel to the turn?
 - o Cora Lanclos said yes and no. Starting next month we'll start tracking intake information as well.

- Lean noted that the goal is to have a waiting pool prepped before a unit becomes vacant and we're working towards that goal.
- The report indicates there are a lot of vacant units ready.
 - We offer the unit and people have 48 hours to decide to accept or decline. Sometimes they will accept and then at the lease up they decline. This has happened often with our Washington Gardens Efficiency Units; this may be related to the homeless set asides at that property.
- Can we track financial loss as percentage of potential rent?
 - Vacancy loss is on the budget and Income and Expense report.
 - Real Page does have this as an item on the board report they are creating for us, but it only applies to LIHTC properties.
- What if we offer someone a unit but they need to provide current landlord notice?
 - We rarely deal with households that would need to break a current lease. If they tell us that they must provide notice we generally try to work with them on timing. The initial unit may go to someone else but we'll coordinate for them to provide notice and get a different unit that will be ready by the time their notice ends.

Next Steps:

- Ana and her team will follow up with ADP regarding reporting and research the classification of insurance on balance sheet.
- Leah will follow up on Salary and Benefits budget vs actual; check on the Real Page KPI report; talk with Jason about the quality control checks for inspections.
- Jay and his team will check on what relocation costs are reimbursable with Maine Housing
- Cora will follow up with Property Managers and other staff related to data collection for intake, turn rate, tenant rent collection, TAR Report.
- Doane will work with staff to update the KPI report for future tracking.

3.) TAR Write-Offs

- a. **Bayside Anchor**
- b. **Front Street East**
- c. **Front Street West**
- d. **Harbor Terrace**
- e. **Riverton Park**
- f. **Washington Gardens**
- g. **58 Boyd / Solterra**

Cora Landcos reviewed the memo provided in the packet. It was noted that even though we are writing off these debts there are still attempts to get payment, we report it to HUD which affects their ability to participate in other HUD programs, and there is a process for payments to be processed in full or through repayment agreements. However, after 8 years HUD wipes the debt clean. If we wanted to pursue this further we could go down other avenues to attempt to recoup the debt.

Cora provided additional details related to the numbers in the memo. Most of the costs are specifically for back rent from people who were evicted but there are some damages and even less late fees. Evictions are taking roughly 3 months; some are longer due to various reasons like a Reasonable Accommodation. Tenants often stop paying when they get the initial 30 day notice so a delayed eviction causes additional debt. Cora is working with the Property Managers to get issues addressed sooner so that there is less of a build up in back rent.

Washington Gardens has homeless set aside units. We're working with the City and Spurwink to try and proactively provide services to those exiting homelessness much like we provide services to FYI vouchers.

Tim Wells made a motion to submit the write off plan to the Board of Commissioners for approval. The motion was seconded. No further discussion. Roll call vote: Shirley Peterson – yes; Tim Wells – yes; Kristin Blum – yes. The motion passed unanimously.

Next Steps:

- Cora will provide Ana with a copy of the write-off information to provide to the auditors.
- Staff will add the TAR Write-Offs to the February Board Meeting Agenda for full approval.

4.) Development Update

Jay Waterman reviewed the highlights from the memo provided in the packet. There are 2 more affordable units available for Front Street Phase 3 but we believe we're in good shape and it they should sell after building is in place; developer fee will come after final sale is finalized.

Jay Waterman provided a handout related to acquisition options for Congress St project. We will likely come to the next meeting to ask for approval. While we have used State Street Housing Preservation Corporation for loans in the past, we would recommend creating a written policy for this type of action that includes repayment expectations that cover the interest rate of a CD. We may go into an option on the project and start due diligence next week; final purchase could be as early as April.

- Could we wait for other investment options like Maine Housing?
 - o The owner is not interested in waiting. We would need to acquire and maintain the building on our own. But, we do hope to submit a LIHTC application this fall so we would be getting an RFP out for an architect right away and if things change and we have to pull it back we can.
- What are the carrying costs?
 - o The rent roll and the Income and Expense reports are being sent over by the current owner and then we'll be able to answer that. There is a parking lot that is used by the existing tenants and rented out to people in the neighborhood so that is an additional income source.

Jay Waterman distributed a handout. Drummond Woodsum approached us about a change in City Law. Peninsula Housing LLC and 841 Congress LLC have been treated as tax exempt for local property tax but that will change. We could merge them with PHDC and make PHDC the sole owner and then they would remain tax exempt. They could be set up with "Doing Business As" status within PHDC to maintain the names without affecting the tax status. Gary Vogel will be at the next board meeting to present this information and to answer questions prior to a full board vote.

Tim Wells noted that tomorrow (Wednesday 1/28/2026) at 6pm Leah and Jay will present at the education session for the Social Housing Task Force. They will also be there to discuss possible synergy with the city.

Jay Waterman reviewed the Projects In Development Cost Report in the packet. The yellow blocks are still waiting on Finance information. Brownfields are reimbursed in full but PHDC must pay the full cost out of pocket first. We anticipate getting those funds back from EPA in about a month. Franklin Towers is at 108% expended but when we close in September we will get all of those costs reimbursed at the loan closing.

Next Steps:

- Jay and his team will estimate the carrying costs for the Congress Street project.
- Drummond Woodsum will present the merger for PHDC at the February Board Meeting
- Doane will email handouts to the committee and include them in the February Board Meeting packet.

5.) Executive Session, under 1 MRSA Section 405 6.A. to consider the employment, appointment, assignment, duties, promotion, demotion, compensation, evaluation, disciplining, resignation or dismissal of an individual or group of public officials, appointees or employees.

Shirley Peterson made a motion to enter Executive Session for the purposes noted in the agenda. The motion was seconded. No further discussion. Roll call vote: Shirley Peterson – yes; Tim Wells – yes; Kristin Blum – yes. The motion passed unanimously.

The meeting entered Executive Session at 6:47pm.

The meeting left Executive Session at 7:45pm.

Further discussion will be brought to the February Board Meeting in Executive Session.

6.) Adjourn

Meeting adjourned at 7:45pm

PHA

YTD NI \$845K/ income Vs projected income \$659k/ income

Overall NI \$187k over budget

Income:

Higher than budget \$445K from

- Timing
 - Operating subsidy claimed in December (\$1,050K)

Offset by:

- CFP operations income (\$426K) – CFP 2025 to be drawn, CFP 2024 to be booked
- Management fee (CFP admin income) draw down (\$133K) to be booked
- Property management fee for SV conversion, hiring during the year; (\$55K):

Expense:

Higher than budget \$258K from:

- Salaries & Benefits higher than budget \$119K.
- Utilities higher than budget \$57K
- Sundry expenses higher than budget \$54k
- Collection loss booked for Riverton Park \$26K
- Insurance expense higher than budget \$53K – correction pending to book to Balance Sheet

PHDC - Corp

YTD NI (\$166K)/ loss Vs projected income \$717K

Overall NI (\$884K) under budget

Income:

Lower than budget (\$1,026K) from

- Timing
 - Developer fees (\$1,076K) – Sagamore Village, (\$500K) Harbor Terrace, (\$476K)

- Reimbursement for resident relocation specialists (\$94K) expected to stay under budget

Expense:

Lower than budget (143K) from:

- Timing:
 - Hiring during the year(\$57k)
 - Development incentives (\$28k)
 - Sundry expenses trending lower than budget(\$52k)

Portland Housing Authority

Summary Income and Expense Statement: All Programs

FY '26 Actual @ 12/31/2025	FY '26 Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 +/- Budget		LIPH	Section 8	COCC	PHDC & Grants	Property Management
Operating Income:										
Dwelling Rent	3,093,000	1,546,500	1,446,882	(99,618)	-6%	1,446,882				
Operating Subsidy	4,509,654	2,254,827	3,305,727	1,050,900	47%	3,305,727				
S8 admin fee	2,884,149	1,442,075	1,442,748	674	0%	1,442,748				
FSS Grant	207,864	103,932	74,230	(29,702)	-29%	74,230				
Capital Fund: Operations #1406	853,465	426,733	-	(426,733)	-100%	-				
Capital Fund: Construction Oversight #	63,977	31,989	11,318	(20,671)	-65%	11,318				
Capital Fund: Construction Crew #1480	-	-	-	-	-	-				
IRS: EPC Subsidy -QECB	30,958	15,479	-	(15,479)	-	-				
Other income	287,000	143,500	313,630	170,130	119%	33,379	63,688	186,007	30,556	
Management fee	1,263,483	631,742	498,399	(133,343)	-21%	-	498,399			
Bookkeeping fee	279,990	139,995	144,486	4,491	3%	-	144,486			
Property Management fee	985,261	492,631	437,346	(55,284)	-11%	-	-	437,346		
Asset Management fee	51,360	25,680	34,080	8,400	33%	-	34,080			
Other income	-	-	-	-	-	-				
Reimbursable Salaries	3,284,687	1,642,344	1,692,015	49,672			473,740	1,218,275		
Grants, PHDC & Property Management	408,879	204,440	146,305	(58,135)	-28%		146,305			
Total Operating Income	18,203,727	9,101,864	9,547,166	445,302		4,797,306	1,580,666	862,972	620,045	1,686,178
Operating Expenses:										
<u>Administration:</u>										
Administrative Salaries	5,231,211	2,615,606	2,637,842	22,236	1%	735,811	597,202	579,078	376,011	349,740
Legal	78,750	39,375	61,962	22,587	57%	32,412	-	29,550	-	
Travel	58,683	29,342	22,247	(7,094)	-24%	271	31	21,907	38	
Accounting & Audit	134,000	67,000	71,258	4,258	6%	23,215	23,215	24,829	-	
Rent: Office Space	240,000	120,000	118,547	(1,453)	-1%	16,169	55,726	27,263	19,389	
Sundry	621,495	310,748	365,133	54,385	18%	95,164	89,141	163,375	17,453	
Total Administration Expense:	6,364,139	3,182,070	3,276,989	94,919		903,041	765,315	846,002	376,011	386,620
<u>Tenant Services:</u>										
Tenant Services Salaries	643,308	321,654	383,010	61,356	19%	143,832	(9,771)	822	117,813	130,314
Events & Programs	118,234	59,117	34,754	(24,363)	-41%	28,624	6,030	100	-	
Management Services	215,482	107,741	130,835	23,094	21%	95,199	32,620	2,548	468	-
Total Tenant Services Expense:	977,024	488,512	548,598	60,086		267,654	28,879	3,470	118,281	130,314

	FY '26 Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 +/- Budget		LIPH	Section 8	COCC	PHDC & Grants	Property Management
Utilities:										
Water & Sewer	393,100	196,550	213,758	17,208	9%	213,338		420		-
Electricity	384,000	192,000	267,430	75,430	39%	255,195	-	12,234		-
Gas	335,000	167,500	155,012	(12,488)	-7%	153,202	-	1,810		-
Fuel Oil	-	-	-	-	-	-	-	-	-	-
Maintenance Labor @ 25%	221,410	110,705	96,801	(13,904)	-13%	96,801	-	-	-	-
Utility Tracking/Monitoring	1,850	925	-	(925)	-100%	-	-	-	-	-
Storm Water Run Off	32,000	16,000	17,577	1,577	10%	17,205	-	372		-
EPC: Monitoring & Verification	18,604	9,302	-	(9,302)	-100%	-	-	-	-	-
Total Utilities Expense:	1,385,964	692,982	750,578	57,596		735,741	-	14,836	-	-
Repairs & Maintenance										
Maintenance Labor @ 75%	1,686,085	843,043	710,894	(132,148)	-16%	290,403	-	-		420,491
CFP Construction Oversight	46,714	23,357	8,517	(14,840)		8,517				-
CFP Construction Crew Labor	-	-	-	-	-	-	-	-	-	-
R&M Vehicles	31,749	15,875	3,799	(12,076)	-76%	3,799	-	-	-	-
Site Work & Landscaping	6,500	3,250	6,473	3,223	99%	6,473	-	-	-	-
Sand, & Salt	7,950	3,975	-	(3,975)		-	-	-	-	-
Temporary Labor	150,000	75,000	38,741	(36,259)	-48%	38,741	-	-	-	-
Materials	315,700	157,850	139,629	(18,221)	-12%	136,318	-	3,311		-
Supplies	-	-	-	-	-	-	-	-	-	-
Maintenance Contracts	1,143,917	571,959	655,730	83,771	15%	636,698	-	19,032		-
Total Repair & Maintenance Expense:	3,388,615	1,694,308	1,563,783	(130,525)		1,120,948	-	22,343	-	420,491
General Expense:										
Insurance	431,436	215,718	269,168	53,450	25%	129,726	45,985	93,457		-
PILOT	204,097	102,049	-	(102,049)	-100%	-	-	-	-	-
Inspection Fees	38,900	19,450	-	(19,450)	-100%	-	-	-	-	-
Employee Benefits	2,808,545	1,404,273	1,586,491	182,218	13%	348,739	181,139	604,760	125,753	326,101
Collection Loss	28,000	14,000	40,546	26,546	190%	-	40,546	-	-	-
Debt Service: EPC Financing -Interest	47,124	23,562	25,601	2,039	9%	25,601	-	-	-	-
Management Fee Expense	773,144	386,572	419,756	33,184	9%	238,586	181,170	-	-	-
Bookkeeping Fee Expense	279,990	139,995	144,486	4,491	3%	23,760	120,726	-	-	-
Asset Management Fee Expense	51,360	25,680	34,080	8,400	33%	34,080	-	-	-	-
Section 8 Admin Fee Expense: Portab	45,000	22,500	16,694	(5,806)	-26%	-	16,694	-	-	-
LIPH FSS Escrow Credit	62,907	31,454	24,501	(6,953)	-22%	24,501	-	-	-	-
Total General Expense:	4,770,503	2,385,252	2,561,323	176,072		824,993	586,260	698,217	125,753	326,101
Total Operating Expenses:	16,886,245	8,443,123	8,701,271	258,148		3,852,378	1,380,454	1,584,869	620,045	1,263,525
Operating Income / (Loss):	1,317,482	658,741	845,895	187,154		944,928	200,212	(721,897)	-	422,652

Portland Housing Development Corp - Corp
 December 25: Income & Expense Statement
 40-42-00

Corporate			
FY '26 Annual Budget	FY '26 YTD Budget	FY '26 YTD Actual	FY '26 YTD Variance

Dwelling Rent/Dwelling Rent-Subsidized	-	-	-
Interest Income	200,000	100,000	144,753
Vacancy Loss	-	-	-
Developer Fee: FS3	125,000	62,500	(62,500)
Developer Fee: Mercy Redev	116,513	58,257	77,829
Developer Fee: Harbor Terrace	952,475	476,238	(476,238)
Developer Fee: Sagamore	1,000,000	500,000	(500,000)
	-	-	-
	-	-	-
Surplus Cash	255,000	127,500	168,371
	-	-	-
	-	-	-
Other Income	187,565	93,783	(93,783)
Other Income: Commercial Rent Cultivat	13,287	6,644	7,022
			379

Total Operating Income: **2,849,840** **1,424,920** **397,975** **(1,026,945)**

Operating Expenses:

Administration-

Administrative Salaries	542,545	271,272	240,776	(30,496)
Development Incentive	109,699	54,850	26,380	(28,470)
Legal	20,000	10,000	728	(9,272)
Legal: Evictions	-	-	-	0
Travel & Training	7,500	3,750	600	(3,150)
Audit	20,100	10,050	-	(10,050)
Rent Expense	20,007	10,004	19,729	9,725
Sundry	134,302	67,151	14,528	(52,624)

Total Administrative Expenses: **854,154** **427,077** **302,740** **(124,337)**

Tenant Services-

Tenant Service Salaries	136,954.00	68,477.00	76,223	7,746
Events & Programs	-	-	-	-
Management Services	-	-	-	-
Total Tenant Services Expense	136,954	68,477	76,223	7,746

Utilities-

Water & Sewer	-	-	-	-
Electricity	4,000	2,000	4,328	2,328
Gas	-	-	-	-
Fuel Oil	-	-	-	-
Utility Tracking/Monitoring	-	-	-	-
Storm Water Run Off	-	-	512	512
Total Utilities Expense:	4,000	2,000	4,839	2,839

Maintenance -

Maintenance Salaries	-	-	-	-
Salt & Sand	-	-	-	-
General Services	-	-	-	-
Total Maintenance Expense:	-	-	-	-

General Expense-

Insurance	4,000	2,000	389	(1,611)
Employee Benefits: Salaries	251,110	125,555	98,257	(27,298)
Inspection Fees	-	-	-	-
Collection Loss	-	-	-	-
IT fee expense	14,000	7,000.00	7,000	0.02
Management Fee Expense	150,000	75,000	75,000	-

Total General Expense: **419,110** **209,555** **180,646** **(28,909)**

Total Operating Exp: **1,414,218** **707,109** **564,448** **(142,661)**

Operating Income/(Loss): **1,435,622** **717,811** **(166,473)** **(884,284)**

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Tab Name	Report Name
1 Occupancy	Occupancy information for this month only
2 Occupancy Trend	Trend report pulls from the Occupancy Report for the year
3 Units Months Leased	Trend report pulls from the Occupancy information for the year
4 Waitlist by Location	Trend Report shows Waitlist Information based on location for the year
5 Waitlist by Size	Trend Report shows Waitlist Information based on Unit Size for the year
6 Vacant Unit Status	Unit Turn information for this month only
7 Unit Turn Trend	Trend Report shows pulls from the Vacant Unit Report for the year
8 Rent Collection	Tenant Charge Collection information for this month only
9 Tenant Collection Trend	Trend Report shows pulls from the Rent Collection Report for the year
10 TAR's Detail	Information related to Outstanding Balances to date
11 Non-Emg Work Orders	Work Order Information for this month and for last 12 months

1. Occupancy Rate Status Report

IF Occupancy Rate is 95% or lower, add a note with context for why

Public Housing - Occupancy Rate Status Report as of 12/31/2025						
Development	Leased	Vacant, Ready	Vacant, Not Ready	Offline, HUD Approved	Total Leasable Units	Occupancy Rate
Franklin Towers	166	21	13		200	83%
Bayside East	36	0	0	22	36	100%
Bayside Terrace	22	1	1		24	92%
Kennedy Park	41	3	1	1	45	91%
Total Public Housing	265	25	15	23	305	87%

*Includes COMB Block units

Non-Public Housing - Occupancy Rate Status Report as of 12/31/2025						
Development	Leased	Vacant, Ready	Vacant, Not Ready	Offline for Construction	Total Leasable Units	Occupancy Rate
38 Mayo	1				1	100%
43 Hammond	4				4	100%
81-87 Salem	3				3	100%
100 State St.	169	0	0	0	169	100%
155 Anderson	6				6	100%
841 Congress	3				3	100%
Bayside Anchor	41	4	0	0	45	91%
Dermot Ct.	4				4	100%
Front St. East	60	0	0	0	60	100%
Front St. West	43	0	2	0	45	96%
Harbor Terrace*	112	8			120	93%
Riverton Park*	87		7	7	94	93%
Sagamore Village*					0	0%
Solterra	52	3	0	0	55	95%
Washington Gardens	93	3	4		100	93%
Total Non-Public Housing	678	18	13	7	709	96%

*Indicates active construction activity for public housing conversion or rehab, unit count reflects current availability

Total PHA - Occupancy Rate Status Report as of 12/31/2025						
Program	Leased	Vacant, Ready	Vacant, Not Ready	Offline, HUD Approved	Total Leasable Units	Occupancy Rate
Public Housing	265	25	15	23	305	87%
Non-Public Housing	678	18	13	7	709	96%
Total all PHA	943	43	28	30	1,014	93%

2. Occupancy Rate Trending Report

Public Housing - Occupancy Rate Trending Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Franklin Towers							85%	85%	85%	84%	84%	83%	84%
Bayside East							59%	71%	57%	100%	100%		77%
Bayside Terrace							88%	92%	92%	92%	92%		91%
Kennedy Park							91%	92%	89%	91%	91%		91%
Total Public Housing							81%	83%	80%	87%	87%		84%

2. Occupancy Rate Trending Report %

Non-Public Housing - Occupancy Rate Trending Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
38 Mayo							100%	100%	100%	100%	100%		100%
43 Hammond							100%	100%	100%	100%	100%		100%
81-87 Salem							100%	100%	100%	100%	100%		100%
100 State St.						99%	97%	99%	99%	100%	100%		99%
155 Anderson							83%	83%	100%	100%	100%		93%
841 Congress							80%	80%	100%	60%	100%		84%
Bayside Anchor							93%	89%	91%	91%	91%		91%
Dermot Ct.							100%	100%	100%	100%	100%		100%
Front St. East							98%	100%	100%	100%	100%		100%
Front St. West							96%	96%	93%	96%	96%		95%
Harbor Terrace							77%	84%	85%	88%	93%		86%
Riverton Park						95%	74%	93%	93%	93%	93%		90%
Sagamore Village						92%	84%	0%	88%	85%	0%		58%
Solterra							87%	87%	87%	89%	95%		89%
Washington Gardens							92%	0%	90%	90%	93%		73%
Total Non-Public Housing							87%	93%	92%	92%	96%		92%

3. Units Months Leased

12/31/2025

Public Housing - Units Months Leased													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Leased								268	297	264	262	265	1356
Vacant								24	20	29	27	25	125
Offline								76	40	10	12	15	153
HUD Offline								0	1	26	59	23	109
Total Public Housing	0	368	358	329	360	328	1743						

Non-Public Housing - Units Months Leased													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	Total 2025
Leased								815	567	831	833	678	3724
Vacant								119	21	37	31	18	226
Offline								0	23	35	39	13	110
Offline, Construction								0	0	0	21	7	28
Total Non-Public Housing	0	934	611	903	924	716	4088						

4. Waitlist By Location

Public Housing - Waitlist Trend Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Franklin Towers								193	194	177		178	186
Bayside East								218	220	219		219	219
Bayside Terrace								841	194	195		193	356
Kennedy Park								93	93	93		93	93
Centralized Public Housing									85	157			121
Total Public Housing	0	1345	786	841	0	683	305						

Non-Public Housing - Waitlist Trend Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
38 Mayo													
43 Hammond, 81-87 Salem, 155 Anderson, Dermot Ct								219	225	234		679	339
100 State St.							56	42	45	41			46
841 Congress													
Bayside Anchor								910	956	498		619	746
Front St. East								1251	1314	1369		780	1179
Front St. West													
Harbor Terrace								143	132	136		85	124
Riverton Park								228	278	343		481	333
Sagamore Village								523	524	523		524	524
Solterra								762	808	429		574	643
Washington Gardens								210	123	133			155
Centralized Non-PH													#DIV/0!
Total Non-Public Housing	0	0	0	0	0	0	56	4288	4405	3706	0	3742	1350
Vouchers								39,762	40,560				40,161
Combined Total	-	-	-	-	-	-	56	45,395	45,751	4,547	-	4,425	8,348

5. Waitlist By Bedroom Size

Public Housing - Waitlist Trend Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Studio								1	1	0		0	1
1 Bedroom								154	216	251		351	243
2 Bedroom								770	308	313		326	429
3 Bedroom								366	201	210		233	253
4 Bedroom								50	54	58		66	57
5 Bedroom								5	5	7		9	7
6 Bedroom								0	0	0		0	0
Total Public Housing	0	1346	785	839	0	985	330						

Non-Public Housing - Waitlist Trending Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Studio								6	6	6		5	6
1 Bedroom								2705	2768	2310		2057	2460
2 Bedroom								1273	1289	1057		920	1135
3 Bedroom								880	924	808		702	829
4 Bedroom								169	172	184		145	168
5 Bedroom								34	34	37		31	34
6 Bedroom								0	0	0		1	0
Total Non-Public Housing	0	5067	5193	4402	0	3861	1544						

Vouchers	-	-	-	-	-	-	-	39,762	40,560	-	-	-	40,161
Combined Total	-	-	-	-	-	-	-	46,175	46,538	5,241	-	4,846	8,567
Current Stock	Studio	1BR	2BR	3BR	4BR	5BR	6BR						
Agency Total	153	531	302	213	87	25	8						

6. Vacant Unit Status Report

Vacant Unit Status Report as of						12/31/2025
Property	Property Manager	# Vacant:			Does Not Include Offline or Hold for Renovation Units	Days Vacant as of
						12/31/2025
SSHPC Avg	PM: MD	# Vacant:	2	Average Days Vacant:	0	SSHPC Avg
WG Avg	PM: MM	# Vacant:	7	Average Days Vacant:	121	WG Avg
FSW Avg	PM: MM	# Vacant:	2	Average Days Vacant:	65	FSW Avg
FSE Avg	PM: MM	# Vacant:	0	Average Days Vacant:	0	FSE Avg
BSE Avg	PM: DM	# Vacant:	21	Average Days Vacant:	29	BSE Avg
BST Avg	PM: DM	# Vacant:	2	Average Days Vacant:	120	BST Avg
KP Avg	PM: DM	# Vacant:	5	Average Days Vacant:	211	KP Avg
BSA Avg	PM: NU	# Vacant:	3	Average Days Vacant:	152	BSA Avg
58B/Sol Avg	PM: NU	# Vacant:	3	Average Days Vacant:	170	58B/Sol Avg
RP Avg	PM: MY	# Vacant:	7	Average Days Vacant:	0	RP Avg
SV Avg	PM: JD	# Vacant:	27	Average Days Vacant:	32	SV Avg
HT Avg	PM: CO	# Vacant:	7	Average Days Vacant:	208	HT Avg
Scattered Avg	PM: CO	# Vacant:	2	Average Days Vacant:	52	Scattered Avg
FT Avg	PM: JT	# Vacant:	34	Average Days Vacant:	150	FT Avg
Total Average			122			93.2
						Total Average

7. Average Unit Turn Trending Report

12/31/2025

Public Housing - Average Unit Turn Trend													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Franklin Towers								118	140	162	134	150	141
Bayside East								134	161	177	0	29	100
Bayside Terrace								60	28	59	89	120	71
Kennedy Park								91	121	150	148	211	144
Total Public Housing	#DIV/0!	101	113	137	93	128	114						

Non-Public Housing - Average Unit Turn Trend													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
38 Mayo													
43 Hammond													
81-87 Salem													
155 Anderson													
841 Congress													
Dermot Ct.													
100 State St.								30	37	24	12	0	21
Bayside Anchor								103	60	92	122	152	106
Front St. East								67	67	0	0	0	27
Front St. West								98	67	66	66	65	72
Harbor Terrace								150	133	160	190	208	168
Riverton Park								0	0	120	0	0	24
Sagamore Village								140	145	128	20	32	93
Solterra / 58Boyd								37	73	104	134	170	104
Washington Gardens								113	80	111	111	121	107
Total Non-Public Housing	#DIV/0!	74	106	123	75	80	91						

8. Tenant Charge Collection Report

Public Housing - Tenant Charge Collection Report as of 12/31/2025							
	Tenant Rent and Repayment Agreements	Other Tenant Charges	Subsidy Charges	Repayment Agreement Charges	Total Charges this Month	Collections this Month	Collection Rate
Franklin Towers	68,911	\$ 339.00			\$ 69,250.00	\$ 79,199.19	114%
Bayside East	26,307	\$ 751.20			\$ 27,058.20	\$ 23,144.42	86%
Bayside Terrace	11,611	\$ 85.00			\$ 11,696.00	\$ 7,724.42	66%
Kennedy Park	35,322	\$ 2,638.00			\$ 37,960.00	\$ 40,885.90	108%
Total Public Housing	\$142,151.00	\$ 3,813.20	\$ -	\$ -	\$ 145,964.20	\$ 150,953.93	103%

Non-Public Housing - Tenant Charge Collection Report as of 12/31/2025							
	Tenant Rent Charges	Subsidy Charges	Other Charges	Repayment Agreement Charges	Total Charges this Month	Collections this Month	Collection Rate
38 Mayo	\$ -	\$ 1,992.00			\$ 1,992.00	\$ 1,992.00	100%
43 Hammond	\$ 3,258.00	\$ 6,998.00			\$ 10,256.00	\$ 10,473.00	102%
81-87 Salem	\$ 1,183.00	\$ 6,121.00			\$ 7,304.00	\$ 7,980.00	109%
100 State St.	\$ 86,815.00	\$ 236,983.00		\$ -	\$ 323,798.00	\$ 319,356.00	99%
155 Anderson	\$ 2,671.00	\$ 4,585.00			\$ 7,256.00	\$ 3,824.00	53%
841 Congress	\$ 670.00	\$ 4,005.00			\$ 4,675.00	\$ 4,488.00	96%
Bayside Anchor	\$ 23,631.00	\$ 34,500.00			\$ 58,131.00	\$ 58,655.00	101%
Dermot Ct.	\$ 4,378.00	\$ 5,949.00			\$ 10,327.00	\$ 10,029.00	97%
Front St. East	\$ 36,693	\$ 107,202			\$ 143,895.00	\$ 140,956.76	98%
Front St. West	\$ 20,359	\$ 50,519			\$ 70,878.00	\$ 66,646.00	94%
Harbor Terrace	\$ 45,469.00	\$ 145,604.00			\$ 191,073.00	\$ 222,281.00	116%
Riverton Park	\$ 72,865.00	\$ 153,000.00			\$ 225,865.00	\$ 267,119.27	118%
Sagamore Village	\$ 93,429.00				\$ 93,429.00	\$ 94,418.37	101%
Solterra	\$ 33,371.00	\$ 63,860.00			\$ 97,231.00	\$ 101,699.25	105%
Washington Gardens	\$ 31,541	\$ 114,547			\$ 146,088.00	\$ 148,099.08	101%
Total Non-Public Housing	\$ 456,333.00	\$ 935,865.00	\$ -	\$ -	\$ 1,392,198.00	\$ 1,458,016.73	105%

9. Tenant Collection Trending Report

Public Housing - Tenant Collection Trending Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
Franklin Towers							100%	93%	107%	110%	89%	114%	102%
Bayside East								84%	112%	76%	87%	86%	89%
Bayside Terrace								66%	96%	98%	64%	66%	78%
Kennedy Park								89%	110%	87%	107%	108%	100%
Total Public Housing								88%	108%	97%	91%	103%	97%

2. Occupancy Rate Trending Report %

Non-Public Housing - Tenant Collection Trending Report													
	Jan-25	Feb-25	Mar-25	Apr-25	May-25	Jun-25	Jul-25	Aug-25	Sep-25	Oct-25	Nov-25	Dec-25	AVG 2025
38 Mayo								100%	200%	100%	100%	100%	120%
43 Hammond								147%	174%	79%	125%	102%	125%
81-87 Salem								101%	181%	80%	61%	109%	106%
100 State St.							97%	100%	99%	100%	100%	99%	99%
155 Anderson								115%	114%	227%	105%	53%	123%
841 Congress								96%	76%	67%	125%	96%	92%
Bayside Anchor								80%	129%	95%	78%	101%	97%
Dermot Ct.								97%	161%	92%	120%	97%	113%
Front St. East								102%	104%	98%	97%	98%	100%
Front St. West								96%	113%	114%	92%	94%	102%
Harbor Terrace								83%	121%	116%	93%	116%	106%
Riverton Park								61%	216%	128%	94%	118%	123%
Sagamore Village							82%	88%	98%	110%	75%	101%	92%
Solterra								93%	98%	117%	84%	105%	99%
Washington Gardens								98%	100%	103%	98%	101%	100%
Total Non-Public Housing								89%	125%	109%	94%	105%	104%

10. Outstanding Tenant Accounts Receivable Report

Outstanding Tenant Accounts Receivable Report as of								12/31/2025
	Total Number of Households	Total Amount Outstanding	Under Repayment Agreement		Eviction - Legal Action		All Other	
			Total Number of Households	Total Amount Outstanding	Total Number of Households	Total Amount Outstanding	Total Number of Households	Total Amount Outstanding
Franklin Towers	166							
Bayside East	36	\$ 10,328.72	5	\$ 3,925.95	1	\$ 1,864.00		
Bayside Terrace	22	\$ 6,078.48	0	\$ -	0	\$ -		
Kennedy Park	41	\$ 12,610.02	8	\$ 14,039.52	0	\$ -		
Total Public Housing	265	\$ 29,017.22	13	\$ 17,965.47	1	\$ 1,864.00	0	\$ -
38 Mayo	1	\$ -						
43 Hammond	4	\$ -						
81-87 Salem	3	\$ 3,291.76						
100 State St.	3	\$ 1,747.00	0	\$ -	1	\$ 1,720	2	\$ 27.00
155 Anderson	6	\$ 1,469.72						
841 Congress	3	\$ 9.36						
Bayside Anchor	41	\$ 30,741.23	4	\$ 18,608.54	4	\$ 8,630.08		
Dermot Ct.	4	\$ 1,715.61						
Front St. East	60	\$ 78,780.00	1	\$ 10,250.28				
Front St. West	45	\$ 57,877.48						
Harbor Terrace	112	\$ 43,115.05	1	\$ 12,269.96				
Riverton Park	87	\$ 28,526.42						
Sagamore Village	85	\$ 47,276.58	0	\$ -	0	\$ -		
Solterra	52	\$ 30,012.08	1	\$ 245.28	4	\$ 5,666.26		
Washington Gardens	100	\$ 125,255.98				\$ 1,883.98		
Total Non-Public Housing	606	\$ 449,818	7	\$ 41,374	9	\$ 17,900.32	2	\$ 27
Total PHA	871	\$ 478,835	20	\$ 59,340	10	\$ 19,764	2	\$ 27

11. Non-Emergency Work Order Activity Report

Non-Emergency Work Order Activity Report as of							12/31/2025	
	Beginning Balance	Received this Month	Closed this Month	Ending Balance		Closed this Month	Closed this Month and Preceding 11 months	Average Closed per Last 12 Months
Franklin Towers	31	49	36	44		36	642	54
Bayside East	2	28	20	10		20		0
Bayside Terrace	3	4	4	3		4		0
Kennedy Park	3	27	27	3		27		0
Total Public Housing	39	108	87	60		87		0
38 Mayo				0		0		0
43 Hammond		2	2	0		2		0
81-87 Salem		1	1	0		1		0
100 State St.	27	158	160	25		160		0
155 Anderson		2	2	0		2		0
841 Congress St		1	1	0		1		0
Bayside Anchor	0	52	14	38		14		0
Dermot Ct.		2	1	1		1		0
Front St. East	2	17	13	6		13		0
Front St. West	3	9	8	4		8		0
Harbor Terrace		25	22	3		22	236	20
Riverton Park	0	44	44	0		44	1,194	100
Sagamore Village	2	64	60	6		60	502	42
Solterra	0	26	21	5		21		0
Washington Gardens	5	23	22	6		22		0
Total Non-Public Housing	39	426	371	94		371	2,574	215
Total PHA	78	534	458	154		458	5,148	429

12. Emergency Work Order Activity Report

Emergency Work Order Activity Report as of		12/31/2025	
	Received this Month	Closed within 24 hours	% Closed within 24 hours
Franklin Towers	0	0	0%
Bayside East	0	0	0%
Bayside Terrace	0	0	0%
Kennedy Park	0	0	0%
Total Public Housing	0	0	0%
38 Mayo	0	0	0%
43 Hammond	0	0	0%
81-87 Salem	0	0	0%
100 State St.	10	9	90%
155 Anderson	2	2	100%
841 Congress	1	1	100%
Bayside Anchor	8	8	100%
Dermot Ct.	0	0	0%
Front St. East	1	1	100%
Front St. West	1	1	100%
Harbor Terrace	0	0	0%
Riverton Park	0		0%
Sagamore Village	3	3	100%
Solterra	6	6	100%
Washington Gardens	5	5	100%
Total Non-Public Housing	37	36	97%
Total PHA	37	36	97%

13. Housing Choice Voucher - Inspection Activity Report

Housing Choice Voucher Inspection Activity Report 12/31/2025				
Inspection Type	Due to be Completed	Initial Inspections Completed	% Completed	Re-Inspections Completed
Annual Inspections		77	0%	
Special Inspections		8	0%	
Quality Control		0	0%	
Total	0	85	0%	0
Initial Inspections		52	Can't estimate # due in advance	



TO: Finance Committee
FROM: Justin Barker
DATE: January 27, 2026
RE: 879 Congress – Acquisition Financing Options

Background

Development has been under discussion with the property owners of two lots located at 873 & 879 Congress Street (collectively “property”). The property currently contains a 5-unit multi-family market apartment building and a large gravel parking lot. The property is zoned B2-b, which allows for a height of up to 75 ft (or 85 ft if at least 75% of the units are at or below 80% AMI). There are no density maximums or open space requirements, and setback requirements are minimal.

Proposal

Development views this as a great opportunity for future development of an approximately 60-unit mixed-use LIHTC project, with ground floor commercial space. The property is well located in the West End on Congress Street directly across from Maine Medical Center. The minimal existing development on-site would limit required demolition to accommodate future development. The current property owners have an asking price of \$1.2 million for the property. This calculates as approximately \$20,000/unit of potential development on the site, which is within the accepted market range. Additionally, Development applied for and was awarded the “Healthy Neighborhoods Partnership” funding, which is a grant agreement between MaineHealth and the City of Portland to provide approximately \$350,000 toward the development of workforce housing in this neighborhood. Our application stated this funding would be used toward the acquisition of the property.

Financing Options

Development has been exploring several options for PHDC to finance the purchase of the property, which paired with the Healthy Neighborhood Partnership funding would require approximately \$850,000 in additional funds. The following options are potentially available:

1. Genesis Fund
 - a. Interest-only loan at 6%
 - b. Up to two-year term (extensions possible)
 - c. Up to 100% LTV
 - d. Fee - 1% of loan amount
 - e. Would require approval from M&T Bank (due to Sagamore Village loan)
2. Evernorth
 - a. Interest-only loan at 4.5%
 - b. Up to two-year term
 - c. 80-85% LTV
 - d. Requires housing affordability covenant (aligns with LIHTC requirements)
 - e. May not be available until summer
 - f. Would require approval from M&T Bank (due to Sagamore Village loan)
3. State Street Housing Preservation Corp.
 - a. Can set terms of loan
 - b. May be more likely to receive M&T Bank approval due to internal financing

PENINSULA HOUSING, LLC
and
841 CONGRESS STREET, LLC

MERGER INTO PORTLAND HOUSING DEVELOPMENT CORPORATION

Summary: Peninsula Housing, LLC and 841 Congress Street LLC are each single member LLCs with PHDC as its sole member. They have been treated as tax exempt for local property tax purposes by the City of Portland as the LLC was wholly owned by PHDC, an organization exempt from federal income tax under Internal Revenue Code section 501(c)(4). In 2025, the City of Portland notified us that it would no longer be treating LLCs (even if owned by tax exempt organizations) as exempt from real estate taxes, and that we had until April 1, 2026 to change the status of ownership and apply for an exemption with the City if we wanted the property to remain exempt from property taxes. Peninsula Housing, LLC owns the former scattered site public housing apartments at 8-18 Dermot Court, 81-87 Salem Street and 43 Hammond Street, each of which are mortgaged to Maine Community Bank (formerly known as Gorham Savings Bank) and the apartment building at 151 Anderson Street, which has no mortgage. 841 Congress Street, LLC owns a 5 unit apartment building purchased in 2019 in which 3 units are required to be leased to tenants with incomes that do not exceed 80% of AMI. 841 Congress Street is mortgaged to MaineHousing which also holds the affordability covenant.

We propose to merge Peninsula Housing, LLC and 841 Congress Street, LLC into its sole owner, PHDC, in order to eliminate the ownership by the LLC that has enabled the City to make these properties taxable so that PHDC will become the sole owner of the 4 scattered site former public housing properties and the 5 unit apartment building at 841 Congress Street. The merger will be accomplished on a tax free basis and is exempt from real estate transfer tax. The transaction has to be completed by April 1, 2026.

Existing Documentation to be Amended:

A. Peninsula Housing, LLC

1. Ground Lease from PHDC to Peninsula Housing, LLC and associated Memo of Ground Lease (Book 39542, Page 104) – to be terminated as a result of the merger
2. Ground Lease from PHDC to 155 Anderson Street, LLC (now known as Peninsula Housing, LLC) (Memo Book 36167, Page 195)
3. HAP Contracts
 - a. 8-18 Dermot Court
 - b. 81-87 Salem Street
 - c. 43 Hammond Court
 - d. 155 Anderson Street

4. Declaration of Restrictive Use Covenants (Dermot Court, Salem Street and Hammond Court) (Book 39542, Page 109)
5. Bill of Sale for Buildings (Dermot Court, Salem Street and Hammond Court - Book 39542, Page 99) (155 Anderson Street – Book 36167, Page ____-)
6. RAD Use Agreement (155 Anderson Street) (Book 36167, Page 186)
7. Maine Community Bank Leasehold Mortgage and Assignment of Leases and Rents (Book 39452, Page 118 – Mortgage; Book 39542, Page 141 – ALR)

B. 841 Congress Street, LLC

1. MaineHousing Declaration of Covenants (Book 35404, Page 156)
2. MaineHousing Amended and Restated Mortgage (Book 35404, Page 160)

Approvals and Consents

A. HUD

1. Consent to Amendment of HAP Contracts (to reflect ownership in PHDC as a result of Merger)
 - a. 8-18 Dermot Court
 - b. 81-87 Salem Street
 - c. 43 Hammond Court
 - d. 155 Anderson Street
2. Consent to Amendment of Restrictive Use Agreements (to reflect ownership by PHDC as a result of merger)
 - a. Declaration of Restrictive Use Covenants (Dermot Court, Salem Street and Hammond Court)(Book 39542, Page 109)
 - b. RAD Use Agreement (155 Anderson Street)(Book 36167, Page 186)

B. PHA

1. Consent to Amendment of HAP Contracts (to reflect ownership in PHDC as a result of Merger) (PHA is HAP Contract Administrator)
 - a. 8-18 Dermot Court
 - b. 81-87 Salem Street
 - c. 43 Hammond Court
 - d. 155 Anderson Street

C. MaineHousing

1. Consent to Amendment of 841 Congress Declaration of Covenants (Book 35404, Page 156)
2. Consent to Amendment/Assumption of Mortgage at Book 35404, Page 160 resulting from Merger.

D. Maine Community Bank

1. Consent to Amendment of Leasehold Mortgage and Assignment of Leases and Rents

E. PHDC

1. Resolutions Authorizing Merger Transaction on behalf of PHDC, Peninsula Housing, LLC and 841 Congress Street, LLC, amendment of HUD, MaineHousing and Maine Community Bank documents

- a. Plan of Merger for Peninsula Housing, LLC approved by PHDC and Peninsula Housing
- b. Plan of Merger for 841 Congress Street, LLC approved by PHDC and 841 Congress Street

Documentation Agenda:

A. Peninsula Housing, LLC

1. Receipt of Consents noted above
2. Statement of Merger to be filed with Maine Secretary of State and with Certified Copies of Statements of Merger to be recorded in Registry of Deeds
 - a. Peninsula Housing, LLC merging into PHDC (Form MLLC-10)
3. Termination of Ground Lease for recording in Registry of Deeds
 - a. Peninsula Housing, LLC (Dermot, Salem and Hammond Streets)
 - b. Peninsula Housing, LLC (155 Anderson Street)
 - c. Confirmatory Bill of Sale for Improvements (transferring from Peninsula Housing to PHDC) covering Dermot, Salem, Hammond and Anderson Streets) to be recorded
 - d. Transfer tax declaration to accompany Bill of Sale
4. Amendment of Declaration of Restrictive Use Covenants for recording (Dermot Court, Salem Street and Hammond Court) to reflect ownership by PHDC as a result of merger
5. Amendment of RAD Use Agreement for Recording (155 Anderson Street) to reflect ownership by PHDC as a result of merger

6. Maine Community Bank Restated Mortgage (Dermot, Salem and Hammond Streets) to change mortgage from a leasehold mortgage to a fee mortgage and to reflect ownership of land and buildings by PHDC
7. Maine Community Bank Restated Assignment of Leases and Rents (Dermot, Salem and Hammond Streets) to reflect ownership of land and buildings by PHDC
8. Title Insurance Change Endorsement to reflect amendments and recorded documents and to bring title forward to time of recording of amendments/restatements
9. Application to Assessor for Exemption with proof of merger and recording of Statement of Merger

B. 841 Congress Street, LLC

1. Receipt of Consents noted above
2. Statement of Merger to be filed with Maine Secretary of State and with Certified Copies of Statements of Merger to be recorded in Registry of Deeds
 - a. 841 Congress Street, LLC merging into PHDC (Form MLLC-10)
3. Amendment of MaineHousing Declaration of Covenants (Book 35404, Page 156) to reflect ownership by PHDC as a result of merger
4. Amendment of MaineHousing Amended and Restated Mortgage (Book 35404, Page 160) to reflect ownership by PHDC as a result of merger
5. Title Insurance Change Endorsement to reflect amendments and recorded documents and to bring title forward to time of recording of amendments/restatements
6. Application to Assessor for Exemption with proof of merger and recording of Statement of Merger

FY2026 Q2 - Quarterly Projects in Development (PID) Cost Tracking

Updated PID Totals as of 12/31/25

Project	Budgeted PID Costs - TOTAL	Outstanding/TOTAL Paid to Date	% Expended	Closing / Reimbur. Date	Notes
Franklin Towers Rehab (40.42.04)	\$ 1,228,000	\$ 1,320,739	108%	Sept. 2026	
Sagamore Village Rehab (40.42.48)	\$ 874,000	\$ -	0%	1/1/2026	CLC reimb. of \$629,389
Front Street Ph 3 (40.42.49)	\$ 1,021,000	\$ 282,245	28%	12/11/2025	(\$270k Acq. pd last condo sale)
COMB Block Ph 1 (40.42.57)	\$ 2,576,000	\$ 620,537	24%	July 2026	Includes \$1.2MM of Brownfields (short term)
COMB Block Ph 2 (40.42.58)	\$ 1,084,000	\$ 117,790	11%	Spring 2027	
COMB Block Ph 3 (40.42.59)	\$ 790,500	\$ 96,934	12%	Spring 2028	
14 Baxter Redev. (40.42.55)	\$ 850,000	\$ 24,539	3%	Fall 2028	
100 State Street (40.42.71)	\$ 105,000	\$ 76,191	73%	April 2026	
TOTAL	\$ 8,528,500	\$ 2,538,975	30%		

*Cash needed for pre-development expenses in the proposed fiscal year and beyond for all projects prior to their construction loan closing

Sponsor Loan Balances (as of 4-15-25)

Project	Original Loan Bal.	Current	Accrued Interest	Estim. Year for 1st Pmt	Estimated Year Paid Off
Front Street Phase 1	\$ 407,757	\$ 480,706	\$ 72,949	2028	2032
Front Street Phase 2	\$ 1,430,940	\$ 1,563,182	\$ 132,242	2032	2040

PHA EPC PREPAYMENT (Updated April 15, 2025)			Notes
Project	Amount	Payoff Date	
Riverton Park	886,114	3/18/2025	
Sagamore Village	207,873	3/18/2025	
Bayside East (40% COMB1)	0	3/18/2025	No EPC assigned to COMB 1
Franklin Towers	TBD	TBD	Estimated FT EPC prepayment will be approx. \$450k-\$500k.
Bayside Terrace	TBD	TBD	
Balance after above pmts.	1,172,584	TBD	

Loan info below as of March 18, 2025 partial payoff

Development	Removal Date	Outstanding Principal	Principal Prepay	Interest	2% Penalty	Total Prepay	Ending Balance	Interest Rate	Per Diem
QEBC	3/18/2025	\$ 1,172,584.43	\$ -	\$ -	\$ -	\$ 1,172,584.43	1.73%	\$ 56.32	
Ph 1 Loan	3/18/2025	\$ 94,061.71	\$ 94,061.71	\$ 686.81	\$ 1,881.23	\$ 96,629.76	\$ -	3.37%	\$ 8.81
Ph 2 Loan	3/18/2025	\$ 971,505.05	\$ 971,505.05	\$ 6,464.23	\$ 19,430.10	\$ 997,399.39	\$ -	3.07%	\$ 82.87
		\$ 2,238,151.20	\$ 1,065,566.77	\$ 7,151.04	\$ 21,311.34	\$ 1,094,029.14	\$ 1,172,584.43		\$ 148.00

Human Resources Committee

Meeting Minutes

Tuesday, January 13, 2026 at 5:00pm
970 Baxter Blvd, 3rd Floor, Portland, ME 04103

Attendees: Commissioner Monique Mutumwinka, Commissioner Shirley Peterson

Staff: Leah Bruns, Interim Executive Director; Cynthia LaRochelle, HR Director; Doane Dorchester, Office Manager

1.) Roll Call / Declaration of a Quorum

Monique Mutumwinka called the meeting to order at 5:02pm and a quorum was declared with 2 out of 3 committee members in attendance.

2.) Commissioner Onboarding

In the packet there was a draft Table of Contents related to the large packet of documents which was dispersed to the committee the previous meeting. This was staff's effort to assemble all documents that had been used in past onboarding packets as well as documents that relate to PHA directly as it exists today. There was no feedback provided specific to the Table of Contents.

Does the committee want staff to draft documents and packets for review, does the committee want to create their own drafts, or does the committee want to look at hiring a 3rd party? Staff will create drafts for the committee to review. Documents can be shared using Teams to allow for live editing by multiple people to ensure everyone is accessing the most recent versions of all documents; final documents can be uploaded to ADP for onboarding process. Committee would like all board members to undergo the onboarding process once finalized even if they are not new members; this includes required training and certification through NAHRO. There was a discussion about requiring that all board members sit on a committee; the bylaws currently do not list that requirement.

Next Steps:

- Staff will work to create a completed draft packet to bring to future HR Committee meetings.
- Staff will create a draft onboarding process which will include things like trainings, tour of property, documents/ information to be completed (Conflict of Interest, Life Insurance, Emergency Contact), Media Policy/Relations, SAM database check

3.) Company Policies Update

Leah Bruns reviewed the memo included in the packet. The General Policies was last updated in 2019 and over the past few years there have been small policies added or modified that we would like to roll into this larger document; additionally there are policies that likely need additional edits or should be created. We could review policies created for other organizations to provide us with a general direction. The committee discussed staff providing a redlined updated to the General Policies first and then review non-union employee policies.

Draft policies will be reviewed at the committee level but distributed to the full board who can attend the discussion or provide feedback to the committee chair. All policies will go to the full board for final approval so all board members will have the chance to provide feedback during this process.

The HR Department Report included in the Board Packet under the ED Report will be adjusted to include KPI's and will be presented to the HR Committee instead of the full board.

Next meeting will be February 10th at 5pm. Moving forward meetings will be on the 2nd Tuesday of the month at 5pm; Monique will confirm with Diane.

Next Steps:

- Staff will work to bring an updated General Policies document with redline edits to the HR Committee for review.
- Cindy will create a monthly report for the committee which includes KPI's related to the department; specifically including staff turnover.

4.) Adjourn

Meeting adjourned at 5:37pm

January 2025, prepared by Teyonda Hall, Dir. Resident Services

Resident Services Highlights in January 2025:

Over the last month, the significant presence of federal enforcement agents in and around our properties has led to a noticeable reduction in tenant participation in scheduled programming. This has been most evident in the family neighborhoods, where attendance at the Study Center has dropped sharply. Residents have expressed fear and uncertainty, and many appear to be keeping themselves and their families indoors; in some cases, families report keeping children home from school.

Resident Services has responded in several ways:

- Staff are conducting direct outreach to households to assess needs and provide individualized support.
- Study Center staff, with assistance from partners, have created take-home activity kits so children can continue learning and engagement even if they are not attending in person.
- We are working with partners to explore virtual programming where feasible, and we have delayed the start dates for the EMLI early math literacy program and the Notice to Quit legal access program to better align with resident comfort and safety concerns.

Resident Advisory Board (RAB) Updates

- The next RAB meeting is February 12, 2026 at 5:30pm: On the agenda is a review of the towing policy, Annual, ACOP and Admin plan updates, and documentation review.

Partnerships Highlights

Beginning in January, Resident Services is launching several new partnerships to support resident financial and housing stability, and early childhood learning:

- LiUNA Construction/Trades Training: Recruitment has begun. Currently 5 of the 10 slots have been filled since announcing the opportunity at the beginning of January.
- EMLI Early Math Literacy: Paused.
- Alpha Legal Foundation “Notice to Quit” Program: Delayed. Will start 2/13.
- Dir. of Resident Services met with Troy Moon, Director of the COP’s Sustainability Office, to discuss establishing a composting program in East Bayside and Riverton Park. Our next step is to tour each property and gather resident input.
- Dir. of Resident services met with Melissa Hue, Director of the COP’s Economic Opportunity office to connect PHA’s residents to the City’s workforce, training and networking initiatives.

Dept. Administrative Updates

Staffing:

- One part-time position is vacant in the Sagamore Village Study Center.
- The ROSS Coordinator position is vacant as of 12/16/2025
- The Grants Manager has provided notice and will vacate the position on February 28th.

Delayed: Resident Feedback Comprehensive Report. Bridgepoint reports it will be submitted Monday 2/2/26

Portland Housing Authority

MEMORANDUM

To: Board of Commissioners

From: Cora Lanclos, Director of Property Management

Date: 01/20/2026

Subject: Year-End Write-Off of Doubtful Accounts – 10/31 & 12/31 FY 2025

Definition of Doubtful Accounts and Write-Off Criteria

Tenant accounts are classified as **doubtful** and eligible for write-off when management determines that collection is unlikely based on a review of account history and collection efforts. Factors considered include, but are not limited to:

- The household is no longer in occupancy and no forwarding address or reliable contact information is available
- The account has remained outstanding for an extended period with no payment activity or response to collection attempts
- Prior collection actions, including notices, repayment plans, and referrals where applicable, have been unsuccessful

Accounts recommended for write-off have undergone management review and meet established internal criteria. Write-off of an account does **not** eliminate the Authority's right to pursue collection in the future should circumstances change; written-off balances may be reinstated if recovery becomes possible.

Summary of Recommended Write-Offs

Based on the year-end review of accounts receivable, management recommends approval of the following write-offs by property:

Property Name	Write-Off Amount
Washington Gardens	\$ 22,706.12 _____
Bayside Anchor	\$ 990.39 _____
Solterra	\$ 6,837.72 _____
Front Street East	\$ 3,809.00 _____
Front Street West	\$ 6,239.08 _____
Harbor Terrace	\$ 3,798.39 _____

Financial Impact

Approval of the recommended write-offs will reduce accounts receivable balances for the applicable properties and ensure the Authority's financial statements accurately reflect collectible receivables as of fiscal year-end. These write-offs have been incorporated into year-end financial reporting and do not represent new or unanticipated financial exposure.

Recommendation

Management recommends that the Board approve the year-end write-off of doubtful tenant accounts as summarized above for fiscal year 2025



970 Baxter Boulevard, Portland, ME 04103
P: 207-773-4753 | F: 207-761-5886 | porthouse.org/PHSC

2026 Thomas Valleau Scholarship Program Request for Committee Appointment

Dear Commissioners of the Portland Housing Authority,

The policies of the Thomas Valleau Scholarship Program require the Portland Housing Authority Board of Commissioners to appoint a committee to review applications and make award recommendations to the Portland Housing Services Corporation Board of Directors.

Excerpt from the Scholarship Policies last revised 7/10/25:

3. Scholarship Committee: The PHA Board of Commissioners shall appoint a committee to review applications for this scholarship and make recommendations based upon the Scholarship Criteria.
 - a. The committee shall be comprised of one (1) member of the PHA Board of Commissioners, one (1) PHA senior staff member, one (1) community leader from the private sector, and one (1) former recipient of scholarship funds.
 - i. The former recipient will not be eligible to apply for the current round of scholarship awards or be eligible to reapply for the scholarship until a minimum of one (1) funding cycle has passed without their involvement as a reviewer or applicant.
 - b. The committee shall determine for itself the number and duration of its meetings. These meetings shall be closed to the public to avoid any outside influence.

Previous committees have included one Board Member, one Executive or Director level PHA staff member, and KeyBank Corporate Responsibility Officer, Brigitte Ritchie. In addition to the Board member committee appointment, Board recommendations for the other three committee appointments are requested.

Time Commitment:

Committee members meet with Emily Mancini-Fitch prior to May to review processes and expectations. The committee may meet a couple of times to agree upon process and timeline for revision. In June, de-identified application packets are provided to committee members 2 weeks prior to the meeting for review. Committee members may spend 3-5 hours reviewing and scoring applications independently. The committee then typically meets once for up to 2 hours to share notes and recommendations on applications and determine distribution of awards to selected applicants. Emily Mancini-Fitch compiles Committee recommendations for presentation at the following Board meeting in July. The recommendation of the Committee is presented to the Board by PHA Staff and/or Committee members in July.

PHA Scholarship Program Background and Funding Summary

History

Mention of the scholarship program in historical documents note the program began in 1989 though records of the program date back to 1995. The program was started with a large PHDC donation in a high interest bearing account with the intention for a perpetual fund, utilizing accrued interest to award scholarships,

thus keeping the principal investment intact and ensuring long-term stability for the program. Subsequently, the Scholarship Fund was transferred to PHSC for its administration.

In 2010, when Emily Mancini-Fitch inherited administration of the program, there were no policies, expectations, award criteria, or formalities for the program beyond “graduating High School Seniors.” Emily established a consistent format, outlined procedures, drafted policies, expanded eligibility, and worked with the Board to establish the Scholarship Committee. Through partnerships, grants, and efforts of Emily and prior Executive Director Mark Adelson, funding for the program was expanded with the KeyBank Foundation and additional annual contributions from the PHDC.

Since the major Changes in 2014, including the expansion of eligibility criteria to anyone seeking higher education in PHA subsidized housing and the increase in funding commitments, the number of applications and awards has steadily increased.

Recent Award Information

2021: 9 scholarships given totaling \$18,000 (\$10,000 from KeyBank, \$5,000 in private donations, \$3,000 from interest accrual on the scholarship fund)

2022: 10 Scholarships given totaling \$23,000 (\$10,000 from KeyBank, \$1,500 in private donations, \$5,000 from Ampion donation, and \$6,500 from interest accrual on the scholarship fund and PHA corporations)

2023: 13 Scholarships given totaling \$36,000 (\$10,000 from KeyBank, \$100 from Ampion donation, and \$22,900 from PHA corporations, unknown interest accrual on the scholarship fund)

2024: 15 Scholarships given totaling \$37,000 (\$10,000 from KeyBank and \$27,000 from PHA corporations, unknown interest accrual on the scholarship fund)

2025: 11 Scholarships given totaling \$40,000 (\$10,000 from KeyBank, \$2,790 in private donations, and \$27,210 from PHA corporations, unknown interest accrual on the scholarship fund)

Status of the Scholarship Fund:

I defer to the Finance Committee and Accounting for current status of the Scholarship fund with PHSC and interest accrued.

The KeyBank Foundation has consistently granted monies to the scholarship program since 2014. In 2026, Emily Mancini-Fitch will be applying the the KeyBank Foundation on behalf of the PHSC for \$20,000 and a KeyBank Sponsorship for \$2,000 to cover administrative fees. PHSC is in good standing with the KeyBank foundation though they are unsure if they will be able to fund the award at the \$20,000 level this year. They assess applications on a quarterly basis.

Questions, Comments, Feedback:

Emily Mancini-Fitch

Senior Manager of Resident Services

Portland Housing Authority

efitch@porthouse.org

(207) 221-8063

Dear Committee Member,

The PHA Scholarship Committee's objective is to review all complete applications submitted by eligible PHA subsidized housing residents to determine who will receive an award and the amount of the award.

Prior to review, applications will be screened for eligibility and completeness. Only qualifying applications will be reviewed by the committee. Incomplete and ineligible applications may be requested by the committee. Emily will inform the committee of any applications considered incomplete or ineligible prior to review.

Eligibility requirements:

- be a current member of a household receiving subsidy through Portland Housing Authority Public Housing, Tax-Credit housing, or Voucher Programs.
- be pursuing post-secondary (after high school) education through an accredited college, university, trade school or educational program for the upcoming academic year.
- be able to demonstrate financial need in order to succeed in higher education.
- demonstrate community engagement through involvement at school or in the community.

Complete applications include:

1. **Complete the attached application form.**
 - a. Please type answers when possible
2. **Submit a 1 to 2 page typed essay answering the following questions:**
 - a. What is the importance of higher education to you and/or what motivates you to succeed in school?
 - b. What are your challenges to succeeding in higher education?
 - c. Should you receive an award, how will you use the funds to meet those challenges?
Since we do not restrict the scholarship to paying tuition, we want to know how you intend to use the money and how that will help you succeed.
3. **Submit two letters of recommendation in sealed and signed envelopes or sent directly by the reference:**
 - a. **Academic reference:** From a Teacher, Guidance Counselor, or Academic Advisor signed and on letterhead.
 - i. If a reference is not possible to obtain, please contact Emily Mancini-Fitch to determine a suitable alternative for your circumstances.
 - b. **Personal reference:** preferably confirming participation and/or volunteer involvement either at school or within the community on organizational letterhead. Cannot be from a personal friend or family member.
4. **Unofficial Transcript of grades from high school or academic institution presently attending.**

Scholarships amounts can vary by applicant needs, number of responses and financial resources available to the Committee. It is the role of the committee to determine the number of awards and the amounts to be granted. Annual awards shall not exceed **\$5000.00** to any one recipient unless you want to recommend a motion to exceed the limit to the PHSC Board.

The PHA Board has approved up to \$ for 2026 Scholarships.

Thank you for your service,
Emily Mancini-Fitch

The Portland Housing Authority will ensure that scholarship recipients are selected without regard to race, color, religion, national origin, marital status, gender, age, sexual orientation, or handicapping condition by adhering to the policies written in the Portland Housing Authority's Affirmative Action plan

Policies of the Thomas Valleau Scholarship Program

1. **Application:**
 - a. All applications must be complete, including necessary signature, and all required attachments must be included or indicated that they are being sent by a 3rd party (recommendations, etc.). Any application that is incomplete or missing appropriate attachments may be disqualified.
 - b. Applications must be submitted to the Scholarship Committee postmarked no later than May 15th. Should May 15th fall on a Sunday, applications will need to be postmarked no later than May 14th.
 - c. The use of AI (ChatGPT, OpenAI, Claude.ai, etc.) for short answer and essay responses is prohibited. Any application suspected of AI answers will be screened and may result in disqualification of an application.
2. **Funds:** The Board of Directors of the Portland Housing Services Corporation (PHSC) shall make funding available for the purpose of distributing the Portland Housing Authority Scholarship. PHSC will seek donations and grants to increase the scholarship funds available which will affect the value and number of awards given.
3. **Scholarship Committee:** The PHA Board of Commissioners shall appoint a committee to review applications for this scholarship and make recommendations based upon the Scholarship Criteria.
 - a. The committee shall be comprised of one (1) member of the PHA Board of Commissioners, one (1) PHA senior staff member, one (1) community leader from the private sector, and one (1) former recipient of scholarship funds.
 - i. The former recipient will not be eligible to apply for the current round of scholarship awards or be eligible to reapply for the scholarship until a minimum of one (1) funding cycle has passed without their involvement as a reviewer or applicant.
 - b. The committee shall determine for itself the number and duration of its meetings. These meetings shall be closed to the public to avoid any outside influence.
 - c. PHA shall try to make potential applicants for awards aware of the Scholarship's existence, to encourage applications to be made, and to provide information about the Scholarship and awards to potential applicants and other interested persons in an efficient and timely manner.
 - d. It is PHSC's intent to follow the progress of grantees in their academic endeavors and provide mentorship and resources to ensure the continued academic success of the recipients.
4. **Review and Selection:**
 - a. Following receipt of the completed application forms and supporting documents, PHA will compile applicant packets and de-identify application materials to the best of their ability. The Scholarship Committee may request additional information from candidates, references, parents, guardians, or school officials through the PHA to allow for applicants to remain anonymous.
 - b. The PHA shall make available to the Scholarship committee such information on the financial resources of the PHSC and the applicants for scholarships as the committee may reasonably request from time to time.
 - c. Should a committee member recognize a personal connection to an applicant, they must disclose their relationship to the committee before deliberations at which time remaining committee members will decide if the relationship represents a reasonable risk of bias for or against the applicant. In the case that a relationship risks bias, the connected reviewer's opinions and scores will not be discussed for said application and all effort will be made to ensure the applicant's score is not influenced.
 - d. Screening, evaluation, and selection will be conducted by the Committee no later than June 31st.
 - e. The Committee will present its recommendations to the Board for approval in July.
 - f. Recipients will be notified of their selection and award by July 30th.
 - g. Selection of the winners shall be based on academic performance (effort, attitude, as well as grades), civic engagement, essay, references, and the financial needs of the applicants.
 - h. The Portland Housing Authority will ensure that scholarship recipients are selected without regard to race, color, religion, national origin, marital status, sex, gender, age, sexual orientation, or handicapping condition by adhering to the policies written in the Portland Housing Authority's Affirmative Action plan except where such constitutes a bona fide qualification permitted by law.
5. **Awards:**
 - a. Awards may only be granted to those who meet the eligibility requirements and have submitted a complete application with all required attachments.
 - b. The number of awards and amount shall be proposed by the Scholarship Committee for approval by the full PHSC Board of Directors. Should the committee recommendation exceed funds available for distribution, the committee may request additional funds from PHA and its component corporations as part of its recommendation.
 - c. Annual awards shall not exceed \$5,000.00 to any one recipient.
 - d. Funds will be paid directly to the scholarship awardee and may be used for expenses relating to their education (recognizing the broad scope of expenses that can impact the accessibility of higher education).
 - e. It shall be understood that these grants in themselves will not be sufficient to cover any or all of the gaps a student may be experiencing in meeting expenses to attend a post-secondary institution and that they are meant to help alleviate the shortfalls a student may be facing.

- f. No award shall be made for a period in excess of one academic year. Applicants and recipients are eligible to reapply in future years so long as they meet all eligibility requirements for the new application period and reported how their scholarship funds were used to support their education after the completion of their fall semester.

6. **Forfeiture of Awards:**

- a. Failure to provide the PHA with verification of enrollment and completed payment forms within thirty (30) days of receipt of notification of selection shall result in forfeiture of award.
- b. Recipients of PHA scholarships shall forfeit their awards if they fail to enroll or leave school before completion of their fall semester and shall reimburse the Portland Housing Services Corporation.
- c. In the event the Board of Directors becomes aware of any misapplication of scholarship funds, it shall use its best efforts to recover the misapplied funds and to ensure that no additional scholarship funds are misapplied by the particular recipient or institution.



2026 THOMAS VALLEAU SCHOLARSHIP

For Portland Housing Authority Residents & Participants

In 1987, the Board of Commissioners established the Portland Public Housing Scholarship Fund. Over the years, the scholarship was expanded to include all public housing and Section 8 residents of the Portland Housing Authority who are or will be attending an accredited, post-secondary academic institution or training program in the fall. The scholarship is intended to provide educational grants to residents of PHA affordable housing programs to support their goals of continuing their education. Funding for the scholarship is provided by an annual contribution from the Portland Housing Services Corporation as well as grants, donations, and commitments from foundations and private donors.

Scholarship

The number of awards and amount shall be determined by the Scholarship Committee and limited to the amount of funds available for distribution. Annual scholarships generally range between \$1,000 and \$2,500 per student and may exceed that range dependent on the number of qualified applicants and funding availability, up to \$5,000. Awards will be paid directly to the student, in full, at the start of the fall semester.

Eligibility

Applicants must:

- be a current member of a household receiving subsidy through Portland Housing Authority Public Housing, Tax-Credit housing, or Voucher Programs.
- be pursuing post-secondary (after high school) education through an accredited college, university, trade school or educational program for the upcoming academic year.
- be able to demonstrate financial need in order to succeed in higher education.
- demonstrate community engagement through involvement at school or in the community.

Application Process (FAQs on www.porthouse.org/301, contact us if you have trouble getting any required information)

- 1. Complete the attached application form.**
 - a. Please type answers when possible
- 2. Submit a 1 to 2 page typed essay answering the following questions:**
 - a. What is the importance of higher education to you and/or what motivates you to succeed in school?
 - b. What are your challenges to succeeding in higher education?
 - c. Should you receive an award, how will you use the funds to meet those challenges?
Since we do not restrict the scholarship to paying tuition, we want to know how you intend to use the money and how that will help you succeed.
- 3. Submit two letters of recommendation in sealed and signed envelopes or sent directly by the reference:**
 - a. **Academic reference:** From a Teacher, Guidance Counselor, or Academic Advisor signed and on letterhead.
 - i. If a reference is not possible to obtain, please contact Emily Mancini-Fitch to determine a suitable alternative for your circumstances.
 - b. **Personal reference:** preferably confirming participation and/or volunteer involvement either at school or within the community on organizational letterhead. Cannot be from a personal friend or family member.
- 4. Unofficial Transcript of grades from high school or academic institution presently attending.**

**All applications must be postmarked/mailed or dropped off
no later than 4pm May 15th to:**

Portland Housing Scholarship Committee

c/o Emily Mancini-Fitch

970 Baxter Boulevard, 3rd Floor, Portland, ME 04103



2026 Thomas Valleau Scholarship Application

FAQs and policies available on www.porthouse.org/301

Section 1 – PERSONAL INFORMATION

FULL Name: _____
First _____ Middle _____ Last _____

Mailing Address: _____

Birth Date: ____ / ____ / ____

Home Phone: ____ - ____ - ____

Physical Address (if different than above): _____

Cell Phone: ____ - ____ - ____

Email: _____

Name of the PHA Lease or Voucher holder: _____

Section 2 – ACADEMIC INFORMATION

Please list your two (2) most recent schools attended:	Dates attended	Diploma or Degree
_____	_____	_____
_____	_____	_____

For new college students:

What colleges or institutions have you applied to?..... Have you been accepted?

Name of College or institution: _____ Yes _____ No _____ Pending _____

_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
_____	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

College or institution you plan on or are currently attending: _____

Accepted/attending Intended area of study: _____
 Pending Other areas of interest: _____

Have you applied to or received the Thomas Valleau (Portland Housing) Scholarship before?

Yes: Applied (years): _____ Received (years & amounts): _____

No: How did you hear about this scholarship?

<input type="checkbox"/> Study Center	<input type="checkbox"/> Guidance Counselor	<input type="checkbox"/> Friend	<input type="checkbox"/> Family	<input type="checkbox"/> Email or Text
<input type="checkbox"/> PHA Staff	<input type="checkbox"/> Social media	<input type="checkbox"/> Website	<input type="checkbox"/> Other:	_____

Section 3 – CIVIC ENGAGEMENT INFORMATION

Please provide as much information as possible about your involvement including dates or years. Feel free to attach additional pages if needed following the same outline as below.

What are you proud of about yourself? Do you have any special accomplishments you'd like to share?

When not in school, what are your responsibilities?

examples: Job(s), caring for children or siblings, team sports, religious education or leadership, workshops, etc.

Do you participate in any programs or activities in your community?

examples: Study Center, Tenant Council, Make it Happen, Clubs, Camps, CHEETA, emPOWERme, FSS, etc.

Do you volunteer your time to give back to others?

examples: helping at a food pantry, helping a neighbor, helping a program, community service, etc.

Is there anything else you would like to tell the Scholarship Committee about you or your financial need?

Section 4 – APPLICANT CHECKLIST AND STATEMENT

I attest that, to the best of my knowledge, I:

- Am a current resident, on the lease, for Portland Housing Authority Public Housing or Voucher Program subsidized housing.
- Am pursuing higher education through an accredited program this fall.
- Can demonstrate financial need in order to attend such an institution.
- Can demonstrate community engagement through volunteer work or involvement at school or in the community.

I have included all of the following application materials:

- Completed application form.
- A copy of financial award letter or Completed financial information form
- A one-page typed essay on the importance of, and intended use of, scholarship funds.
(Essay questions are listed on cover page)
- Two letters of recommendation in sealed and signed envelopes or sent to PHA by the reference:
 - Academic reference name & contact: _____
 Included in signed and sealed envelope OR Requested to be sent directly
 - Personal reference name & contact: _____
 Included in signed and sealed envelope OR Requested to be sent directly
- Unofficial Transcript of grades from current or most recent academic institution.
 Included OR Requested forwarding of OR unobtainable (attach explanation)

I give consent to the Portland Housing Scholarship Committee and its agents or representatives to use my name and quote information from my application and essay in any media releases and website articles.

- Yes, I give consent.
- I would like to review the information to be used and decide whether to give consent at that time.
- No, I do not give consent.
(saying no will not impact whether you get an award or how much the award may be)

I certify that answers given herein are true and complete to the best of my knowledge. I authorize investigation of all statements contained in this application as may be necessary to determine my eligibility for the Tomas Valleau Scholarship. I attest that, to the best of my knowledge, neither I nor any member of my family is currently employed by or related to any member of the PHA Scholarship Committee.

I have read and understand the policies of the Thomas Valleau Scholarship fund available at www.porthouse.org/301 and will provide all requested materials in a timely fashion should I be selected as a scholarship recipient. I understand that recipients who fail to abide by the policies of the Thomas Valleau Scholarship Fund will forfeit their award and be responsible for repayment of any distributed scholarship monies to the Portland Housing Services Corporation.

Signature:	Date:
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Awardees of the Thomas Valleau Scholarship will be referred to the PHA emPOWERme financial stability program to provide mentoring and coaching to ensure students have the support they need to succeed in school.

Awardees are required to report to the scholarship committee after their first semester on how the scholarship funds were applied and how the expenses related to education. Failure to report will result in disqualification from future scholarship awards. See the scholarship policies on forfeiture of awards for more information.

