

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

Thursday, May 2, 2019

The meeting of the Portland Housing Authority was held at 14 Baxter Blvd., Portland, Maine. Upon roll call, quorum is declared. Meeting called to order by Robyn Tucker, Vice-Chair, at 5:35 PM

PRESENT	ABSENT
Robyn Tucker, Vice-Chair Kristin Blum, Commissioner Christian MilNeil, Commissioner (call-in) Shirley Peterson, Commissioner Tom Valleau, Commissioner Mark Adelson, Executive Director Cheryl Sessions, Deputy Executive Director Jay Waterman, Development Director Trevor Nugent, Director, Public Housing Tyler Plante, Development Officer Lourdes Alvarez, Administrative Support Specialist	Mariar Balow, Chairperson Faith McLean, Commissioner

1. Resolution to approve the minutes of the meeting of April 4, 2019.

Discussion on minutes – amendment needed to clarify Board’s decision on over income tenants. The final decision was for an over income tenant to move on instead of paying a higher rent to stay in the unit.

Resolution #2936

Be it resolved by the Commissioners of the Portland Housing Authority that the minutes of the meeting of April 4, 2019, as amended, be and hereby are approved.

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

AYES

Robyn Tucker, Vice-Chairperson
 Kristin Blum, Commissioner
 Shirley Peterson, Commissioner
 Christian MilNeil, Commissioner
 Tom Valleau, Commissioner

NAYS

None

Chairperson declared said motion carried and said resolution adopted.

2. Executive Director's Report

Executive Director Mark Adelson presented the revised income limits for 2019 as included in the agenda packet. These numbers are for the Metro Greater Portland Maine area. He pointed out the 80% threshold and the extreme low-income numbers. He also noted the difference with Cumberland County which is more in line with Maine state wide numbers. These are HUDs figures and the Agency abides to these guidelines. Mr. Adelson has submitted comments to support proposed legislation for new state housing tax credit program which has an upcoming hearing on Monday. The program would be run by MaineHousing. It would add funding resources to affordable housing projects. The Maine Affordable Housing Coalition drafted the legislation.

He mentions the upcoming June 23 commissioner training in NH which would provide an excellent training and networking opportunity. Mr. Adelson also announced the application for renewal of commissioners MilNeil and Tucker have been submitted, and the City Clerk is reviewing several candidates for the resident commissioner position. He reminded members of the upcoming Finance Committee meeting and the next Board meeting. The draft budget will be reviewed at the next Finance meeting. The budget will be presented for approval at next Board meeting.

A. RAD Update

Deputy Executive Director Cheryl Sessions updated the Board on the 155 Anderson Street conversion which will be ready for upload to HUD by May 29. Monthly call with HUD representatives, continually bring good feedback on the planning, is going well. Currently, local architects are doing an inventory of what needs to be done in the units and looking at the addition of community space in the Washington Gardens, Riverton Park, and Harbor Terrace developments. An RFP for Phase 2 historic preservation tax credits has been posted and an RFP for the construction management will be issued any day.

B. Development Update

Development Director Jay Waterman updated the Board on several projects. The 58 Boyd Street soil remediation work is on hold due to the need to redesign the retainage wall and this issue has pushed the closing date from May 9 to May 22, which works well with architects for the startup of their work. It also allows time to finish leasing paperwork with Cultivating Communities.

Front Street Redevelopment Project is moving forward with the Planning Board; the application is expected to go in mid-May. The goal is to get approval of all phases ahead of the construction schedule. Phase 1 is 60 units; Phase 2 has 43 units plus senior housing; Phase 3 included the eight (8) home ownership units. All families can be accommodated back in the development if they were all to come back after redevelopment. The home ownership townhouses will be six (6) two-bedroom units and (2) three-bedroom units. Purchase price will be determined once unit type has been designed and completed. Board members suggest offering home ownership units to over income families who qualify and wish to remain in neighborhood and get the proper counseling for home ownership.

On the 47-49 Boyd Street Renovation Project, the budget has been set and the architect is working on the plans. An easement will be needed to create a new entrance to the building. This issue should be

resolved before going to the planning board for approval. The building footprint is not expected to change with the additional units planned for the building. Two handicap parking spaces are being added behind the building for the first-floor units; and one regular parking spot next to the building. Currently, of the building's nine units, five are occupied; four are vacant. Three families are moving to 841 Congress, one is being evicted and one moving out. The 841 Congress Street Project is within budget and on schedule, with possible readiness for move ins in early June. Board members request before and after images of the property at 841 Congress.

Development Officer Tyler Plante reported on the Metro Task Force meeting – Tyler is representative to the PHA. Metro is looking to make route changes and wants community feedback. They are changing the Peninsula routing of the 1 and 8 buses to improve and optimize the routing and frequency of the bus. They expect a 2-year process to implement the changes. Buses are switching from gas to electric buses for the Peninsula, together with a change in the fare structure for those lines. There are 15 members on the task force. Metro is looking to survey riders and Board members suggested to target residents at Harbor Terrace and Franklin Towers. It is also suggested to share plans for East Bayside with Metro and make them aware of the additional development plans there.

3. Search Committee Update

The committee members are confident of the work being done by consultant. Three candidates have applied up to date. The job listing doesn't close until end of May. The plan is to move quickly after the listing closes. The next step is for the consultant to interview stakeholders to gather information to assist in the final candidate selection.

4. Finance Committee Report

Mr. Adelson reviewed the materials included in the agenda packet. Income and Expense report were reviewed at the last committee meeting. The RAD finance plans were reviewed and recommended for full board approval. The proposed amendments to Procurement Policy were also reviewed and recommended for Board approval. Procurement threshold numbers were updated to be in line with HUD regulations.

5. Resolution: Approval of PHA Procurement Policy

Mark reviewed the amendments as highlighted in the PHA Procurement Policy including in the agenda packet. Changes follow lead of HUD and simplify processes at the Agency.

Resolution #2937

Be it resolved by the Commissioners of the Portland Housing Authority that the updated PHA Procurement Policy, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Robyn Tucker, Vice-Chairperson	None
Kirsten Blum, Commissioner	
Christian MilNeil, Commissioner	
Shirley Peterson, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

6. Human Resources Committee Report

Mr. Adelson reviewed the staffing chart including in the agenda packet. Committee discussed the Agency organizational chart, current positions, title changes, and salary ranges. Amendments for the employee policies were also discussed, including changes to the general personnel policy, and non-union policy. RAD conversion could affect agency internal operations and these issues were discussed. Budgets will also need work transitioning from public housing to tax credit properties and may affect staffing as well. Relocation Specialist position is already being advertised to handle tenant relocations.

7. Resolution: Approval of PHA Personnel General Policies and Procedures

Two specific areas proposed to be amended – Annual Performance Evaluation for all employees; second piece is Workforce behaviors. Board suggests pre-training of staff prior to implementation of evaluations. Work rules were expanded to be very specific and bring clarity to expectations on conduct. Human Resources Committee reviewed and recommended amendments for approval.

Resolution #2938

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA General Personnel Policies and Procedures, as amended, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

8. Resolution: Approval of PHA Non-Union Employee Policies Handbook

Changes proposed to the introductory period (probational period) would now include position promotions. The travel policy was recently updated and is included in the general policies, so it is being deleted from the non-union policy. The final amendment introduced was an update to the employment termination expectations.

Resolution #2939

Be it resolved by the Commissioners of the Portland Housing Authority that the PHA Non-Union Employee Policies Handbook, as amended, be and hereby are approved.

The above resolution was moved by Tom Valleau, Commissioner, and second by Robyn Tucker, Vice-Chair, and upon roll call, the ayes and nays were as follows:

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

Chairperson declared said motion carried and said resolution adopted.

9. Development Resolutions

Mr. Waterman reviewed by resolutions concerning the development projects. During the discussion, the following amendment was recommended due to the retirement of the Executive Director during the time the projects will be ongoing. Amended wording to be included (and his successor) if actions are happening after retirement date. Board would like language added on to the final certificates.

The Board members asked for the total dollar amount on guarantee exposure on the 58 Boyd Street Project; the numbers will be presented at the next Finance Committee, prior to the next Board meeting. It was noted that federal funds are excluded from the guarantee. This resolution supersedes all previous resolutions concerning the 58 Boyd Street project.

Resolution #2940

Be it resolved by the Commissioners of the Portland Housing Authority that the items related to the conversion of 155 Anderson Street under the HUD Rental Assistance Program (RAD), as attached, be and hereby are approved.

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

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

Chairperson declared said motion carried and said resolution adopted.

Resolution #2941

Be it resolved by the Commissioners of the Portland Housing Authority that items related to the 58 Boyd Street Affordable Housing Project, be and hereby are approved.

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

<u>AYES</u>	<u>NAYS</u>
Mariar Balow, Chairperson	None
Robyn Tucker, Vice-Chairperson	
Kristin Blum, Commissioner	
Shirley Peterson, Commissioner	
Christian MilNeil, Commissioner	
Tom Valleau, Commissioner	

Chairperson declared said motion carried and said resolution adopted.

10. Authorization to amend the Parking License Agreement with AVESTA and Bayside Anchor

Jay explained the change on the AVESTA Housing license agreement for the Bayside East campus parking pool with the removal of 4 parking spots previously available at 58 Boyd Street. Not all parking stickers are currently being used so capacity can be reduced by those 4 spots. Two parking spaces at Monroe Court will be for two vehicles under the Cultivating Communities lease.

Resolution #2942

Be it resolved by the Commissioners of the Portland Housing Authority that the amendment to the Parking License Agreement with AVESTA and Bayside Anchor removing four parking spots, be and hereby are approved.

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

AYES

NAYS

Mariar Balow, Chairperson
Robyn Tucker, Vice-Chairperson
Kristin Blum, Commissioner
Shirley Peterson, Commissioner
Christian MilNeil, Commissioner
Tom Valleau, Commissioner

None

Chairperson declared said motion carried and said resolution adopted.

With no other business on the agenda, Commissioner Tom Valleau moved, second by Vice Chair Robyn Tucker, to adjourn meeting. Vote unanimous. Meeting ended at 6:55 PM