

MINUTES

Regular Meeting

**SOUTH PORTLAND HOUSING AUTHORITY
100 Waterman Drive, Suite 101
SOUTH PORTLAND, MAINE 04106**

Wednesday, December 4, 2013

6:00 PM

Location: 100 Waterman Drive

I. ROLL CALL

Kevin Glynn, Chairman; Christine Dearborn, Vice Chairman; Elizabeth Ross; Frank Morong; Lolita Ball; Mary Jo Jakab; Mike Russell; Michael Hulsey, Executive Director.

Chairman Glynn called the meeting to order at 6:00 PM. At roll call the following were present: Christine Dearborn, Vice Chairman; Frank Morong; Lolita Ball; Mary Jo Jakab; Michael Hulsey, Executive Director. A quorum was declared present.

Staff members and others present: Lisa Viola, Deputy Director; Doug Sabo, Director of Finance; John Gerken, Director of Maintenance & Facilities; Karen Dunfey, Exec. Asst. & H.R. Coordinator; Gary Vogel, Esq.

Members of the public present: None

Absent: Elizabeth Ross; Mike Russell.

Chairman Glynn requested approval of the Revised Agenda distributed at the meeting:

RESOLUTION # 6129:

A Motion to approve the change of Agenda to the Revised Agenda distributed at the meeting was made by Commissioner Dearborn and seconded by Commissioner Morong.

Motion passed 5-0.

II. APPROVAL OF MINUTES

Approval of the Minutes of the October 30, 2013, Regular Meeting (Exhibit A)

RESOLUTION # 6130:

A Motion to approve the Minutes of the October 30, 2013, Regular Meeting was made by Commissioner Ball and seconded by Commissioner Dearborn.

Motion passed 5-0.

III. COMMENTS FROM THE RESIDENTS/PUBLIC IN ATTENDANCE

None present.

IV. COMMISSIONERS' BUSINESS

a) Chairman Glynn: He attended the meetings held by the City Council on the sale of the Roosevelt School; disappointed that the vote did not go our way.

b) Vice-Chairman Dearborn

c) Commissioner Morong

d) Commissioner Ross

e) Commissioner Ball

f) Commissioner Jakab

g) Commissioner Russell

V. SUB-COMMITEE BUSINESS

a) Technology Sub-Committee update (Exhibit B)

No meeting held.

b) Scholarship Committee

Meeting scheduled for next week to review 2013 program and make any needed modifications for 2014.

c) Regional Housing Authorities Committee

Meeting scheduled for December 5, 2013, to meet with software developer of Wait List.

VI. REPORT OF THE SECRETARY

Development Update:

Landry Village:

The owner of the single family dwelling that is within the Landry Village development has approached the HA regarding selling the house and an adjacent lot on a paper street. Mike Hulsey and Kevin Glynn met with the party, who has provided the HA with an appraisal. We will investigate options and do all due diligence before moving forward.

The DEP application for expansion of the development is almost completed.

Ridgeland Gardens:

We did not get funding in this round, but are optimistic about 4% tax credit funding for new construction projects only that may soon be available, as our project has a strong chance of funding.

15 Ocean Avenue has approached the HA as they are looking to sell. This property has a DEP history that must be learned, as well as condition of building.

100 Waterman Drive, 2nd floor space: We have strong interest in tenant for 4,000-5,000 sf. Negotiations to continue.

Roosevelt School: The contract was awarded to a developer who proposed to build 19 market-rate condominiums, as the neighborhood expressed a preference for residents who owned units over subsidized housing residents. SPHA is greatly disappointed, as the need for elderly housing is great, and we would have been happy to work with the City on the number of units. SPHA also proposed to do the work necessary to seek Historic Preservation status, which will not be done by the successful developer.

Other: Betsy Ross House: At the last meeting, a resident of BRH asked the HA to consider changing tubs to showers for any resident who preferred that. John Gerken reports that we have 30-35 roll-in showers on site, and that there is no budget to make additional showers in units. Mr. Gerken will notify the tenant on the status of their request.

VII. OLD BUSINESS

None

VIII. NEW BUSINESS

a) Commissioner Committee Assignments (Exhibit C)

b) RifME Contract

SPHA submitted a proposal in response to an RFP from the MAPHD for services to take the place of RifME as the single employee is retiring this year. Staff member Karen Dunfey would perform or supervise the bulk of the trainings, meetings, and conference planning and administration. The proposal was unanimously approved by MAPHD and SPHA approval to move forward is the next step. A part-time

receptionist would be hired to allow current receptionist to be an Administrative Assistant to assist Karen Dunfey.

RESOLUTION # 6131:

A Motion to table this Agenda item was made by Commissioner Dearborn and seconded by Commissioner Ball.

Motion passed 5-0.

c) Budget revision proposal – passed out at meeting

RESOLUTION #6132:

A Motion to approve the proposed revised budget was made by Commissioner Morong and seconded by Commissioner Dearborn.

RESOLUTION #6133:

A Motion to table this item was made by Commissioner Jakab and seconded by Commissioner Dearborn.

Motion passed 5-0.

d) Landry Village sign

A member of the neighboring church approached the HA and asked if our Landry Village sign near Westbrook St. could be moved closer to the circle. Mr. Hulsey will get in touch with church administration to determine if the request comes from them.

e) December 18, 2013, meeting

RESOLUTION # 6134:

A Motion to cancel the December 18, 2013, Regular Meeting was made by Commissioner Jakab and seconded by Commissioner Dearborn.

Motion passed 5-0.

f) Mill Cove

Lisa Viola reported that HUD will permit HAs to make Mill Cove 90% elderly with 10% disabled; the process requires notification of MaineHousing and HUD that we are making the policy change. As this is an SPHDC property, this is information only for SPHA.

IX. LEGAL AND FINANCIAL BUSINESS

a) Acceptance of the legal communications from Gary Vogel, Esq., and

Wendy Paradis, Esq. (Exhibit D)

RESOLUTION # 6135:

A Motion to accept the legal communications from Gary Vogel, Esq., and Wendy Paradis, Esq., was made by Commissioner Morong and seconded by Commissioner Ball.

Motion passed 5-0.

b) Monthly financial reports from Doug Sabo – no report, only 1 month into FY

X. INFORMATION AND CORRESPONDENCE

a) Commissioners Newsletter (Exhibit E)

b) Activities Schedule for December (Exhibit F)

XI. RESOLUTION #6136:

A Motion to enter into Executive Session to discuss Personnel Matters Pursuant to 1M.R.S.A. §405(6)(A) was made by Commissioner Morong and seconded by Commissioner Jakab.

Motion passed 5-0. Time: 7:28 PM

RESOLUTION # 6137:

A Motion to return to regular session was made by Commissioner Morong and seconded by Commissioner Ball.

Motion passed 5-0. Time: 7:52

RESOLUTION # 6138:

A Motion to take Agenda Items VIII (b) and VIII (c) off the table was made by Commissioner Morong and seconded by Commissioner Dearborn.

Motion passed 5-0.

RESOLUTION # 6139:

A Motion to authorize the Executive Director to enter into a contract for services RifME was made by Commissioner Morong and seconded by Commissioner Dearborn.

Motion passed 5-0.

RESOLUTION # 6140:

A Motion to approve the proposed budget revision was made by Commissioner Morong and seconded by Commissioner Dearborn.

Motion passed 5-0.

XII. ADJOURNMENT

RESOLUTION # 6141:

A Motion to Adjourn was made by Commissioner Dearborn and seconded by Chairman Glynn.

Motion passed 5-0.

Time: 7:55 PM.

Respectfully Submitted,

Michael Hulsey, Secretary