

MINUTES

Annual Dinner Meeting

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

**January 22, 2014 6:30 PM**  
**Snow Squall Restaurant**

I. CALL TO ORDER

The meeting was called to order at 6:54 PM by Chairman Kevin Glynn.

II. ROLL CALL

At Roll Call the following were present: Kevin Glynn, Chairman; Elizabeth Ross; Dr. Frank Morong; Lolita Ball; Mary Jo Jakab; Michael Hulsey, Executive Director. A quorum was declared.

Absent were: Christine Dearborn, Vice Chairman; Mike Russell.

Also present: Lisa Viola, Deputy Director; Doug Sabo, Director of Finance; John Gerken, Director of Maintenance & Facilities; Charlene Canfield, Property Manager, Betsy Ross House; Karen Dunfey, Executive Assistant & HR Coordinator; Gary Vogel, Esq.; Wendy Paradis, Esq.

III. ADJOURNMENT

**RESOLUTION #6142:**

**A Motion to Adjourn the Meeting was made by Commissioner Ross and seconded by Commissioner Jakab. Time 6:55 PM.**

Respectfully Submitted,

Michael Hulsey, Secretary

**MINUTES**

**Regular Meeting**

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

**Wednesday, February 26, 2014**

**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.**

**The meeting was called to order at 6:00 PM by Chairman Kevin Glynn. At roll call the following were present:**

**Kevin Glynn, Chairman; Frank Morong; Lolita Ball; Mary Jo Jakab; Michael Hulsey, Executive Director. A quorum was declared.**

**Absent were: Christine Dearborn, Vice Chairman; Elizabeth Ross; Mike Russell.**

**In addition the following staff and attorneys were present: Lisa Viola, Deputy Director; Doug Sabo, Finance Director; John Gerken, Director of Maintenance & Facilities; Karen Dunfey, Exec. Asst. & HR Coordinator. Gary Vogel, Esq., arrived at 6:04 PM.**

**Members of the public present: None**

**II. APPROVAL OF MINUTES**

**Approval of the Minutes of the December 4, 2013, Regular Meeting (Exhibit A)**

**RESOLUTION # 6143**

**A Motion to approve the Minutes of the December 3, 2013, Regular Meeting was made by Commissioner Ball and seconded by Commissioner Jakab.**

**Motion passed 4-0.**

**Approval of the Minutes of the January 22, 2014, Annual Dinner Meeting (Exhibit B)**

**RESOLUTION # 6144**

**A Motion to approve the Minutes of the January 22, 2014, Annual Dinner Meeting was made by Commissioner Ball and seconded by Commissioner Morong.**

**Motion passed 4-0.**

**III. COMMENTS FROM THE RESIDENTS/PUBLIC IN ATTENDANCE**

None present.

**IV. COMMISSIONERS' BUSINESS**

- a) **Chairman Glynn:** This is the last meeting of his current term on the Board; he has applied for reappointment. After 7 years on the Board, the most exciting moment was the announcement that Ridgeland Gardens has been funded. He greatly appreciated the golden shovel presented by staff.
- b) **Vice-Chairman Dearborn**
- c) **Commissioner Morong**
- d) **Commissioner Ross**
- e) **Commissioner Ball**
- f) **Commissioner Jakab:** Attended NERC-NAHRO trainings on Commissioner Fundamentals and Ethics for Commissioners in Rhode Island. Has heard about a National Public Housing Museum in Chicago, would like to have us submit information to them. Mike Hulsey will contact SP Historical Society.
- g) **Commissioner Russell**

**V. SUB-COMMITEE BUSINESS**

a) **Technology Sub-Committee update:** Report handed out at meeting; illegal downloading of movies is an issue at 425 Broadway. New firewall may prevent that, Doug Sabo will look into. Comcast purchase by Time Warner would not affect current contracts; may impact cost beyond that timeframe.

b) **Scholarship Committee Report (Exhibit C)**

**RESOLUTION # 6145:**

**A Motion to accept Exhibit C as new rules for 2014 Laurie Carr Scholarship was made by Commissioner Jakab and seconded by Commissioner Morong.**

It was suggested that all incorrect dates of 2013 be corrected to 2014, and that language be inserted in Item D 1 to indicate the dates of acceptance of applications is March 15, 2014 to May 3, 2014. Those suggestions were accepted by motioner and seconder.

**Motion passed 4-0.**

**RESOLUTION #6146:**

**A Motion to fund the 2014 Laurie Carr Scholarship with \$2,000.00 was made by Commissioner Jakab and seconded by Commissioner Morong.**

**Motion passed 4-0.**

c) **Regional Housing Authorities Committee Update**

This group has not met since the board meeting. Mike Hulsey noted that progress continues on the Centralized Section 8 Waitlist; SPHA staffer Leanna Bruce has been instrumental in reviewing and suggesting modifications to the programming . MaineHousing is very interested to see how the Waitlist functions.

**VI. REPORT OF THE SECRETARY**

**Development Update:**

**Ridgeland Gardens:** We have received notification of funding from MaineHousing but have not yet received a Notice to Proceed.

**Landry Village:** We have funding gaps due to cost increases; DEP hiked the application fee to \$9,000 but are not certain that is the correct fee. We have withdrawn DEP application at this time. Renovation of existing office space is very costly on per-unit basis; that building may be done in-house over a longer period of time, and with only 4 units instead of 5. We will rework costs, timeframes, and funding issues.

**VII. OLD BUSINESS**

The Board congratulated Director of Maintenance and Facilities John Gerken on getting one year older, and shared in his birthday cake.

**VIII. NEW BUSINESS**

**a) Commissioner Committee Assignments (Exhibit D)**

It was noted that the omission of Commissioner Jakab on the technology committee was an error and should be corrected.

**RESOLUTION #6147**

**A Motion to accept the current committee assignments as amended was made by Commissioner Glynn and seconded by Commissioner Morong.**

**Motion passed 4-0.**

**b) Proposed Language Assistance Plan Policy (Exhibit E)**

**RESOLUTION # 6148**

**A Motion to accept the Proposed Language Assistance Plan Policy was made by Commissioner Ball and seconded by Commissioner Jakab.**

**Motion passed 3-1 (Morong opposed).**

**c) SEMAP Score for year ending 9/30/2013 (Exhibit F)**

**RESOLUTION # 6149**

**A Motion to accept the SEMAP Score for year ending 9/30/2013 was made by Commissioner Jakab and seconded by Commissioner Glynn.**

**Motion passed 4-0.**

**IX. LEGAL AND FINANCIAL BUSINESS**

**a) Acceptance of the legal communications from Gary Vogel, Esq., and Wendy Paradis, Esq. (Exhibit G)**

Attorney Vogel noted that he is in the process of contacting an abutter of Landry Village about getting an easement over land in Landry Village relocated so as to not interfere with proposed construction. The easement is not in current or recent use.

**RESOLUTION # 6150**

**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 4-0.**

**b) Monthly financial reports from Doug Sabo (Exhibit H)**

**RESOLUTION # 6151**

**A Motion to accept the financial report from Doug Sabo was made by Commissioner Morong and seconded by Commissioner Ball.**

**Motion passed 4-0.**

**X. INFORMATION AND CORRESPONDENCE**

**a) Commissioners Newsletter (Exhibit I)**

**b) Activities Schedule for March (Exhibit J)**

**XII. ADJOURNMENT**

**RESOLUTION # 6152**

**A Motion to Adjourn was made by Commissioner Ball and seconded by Commissioner Jakab.**

**Motion passed 4-0.**

Respectfully Submitted,

Michael Hulsey, Secretary

**MINUTES**

**Regular Meeting**

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

**Wednesday, March 26, 2014**

**6:00 PM**

**Location: 100 Waterman Drive**

**I. ROLL CALL**

**The Meeting was called to order by Chairman Glynn at 6:01 PM.**

**At Roll Call, the following answered present:**

**Kevin Glynn, Chairman; Christine Dearborn, Vice Chairman; Elizabeth Ross; Frank Morong; Michael Hulsey, Executive Director.**

**Absent: Lolita Ball; Mary Jo Jakab.**

**A quorum was declared.**

**Also present were staff members: Lisa Viola, Deputy Director; Doug Sabo, Director of Finance; John Gerken, Director of Maintenance & Facilities; Karen Dunfey, Executive Assistant & H.R. Coordinator; and Gary Vogel, Esq.**

**John Gerken arrived at 6:04 PM, Gary Vogel arrived at 6:07 PM.**

**Members of the public present: None**

**II. APPROVAL OF MINUTES**

**Approval of the Minutes of the February 26, 2014 Regular Meeting (Exhibit A)**

## **RESOLUTION # 6153**

**A Motion to approve the Minutes of the February 26, 2014, Regular Meeting was made by Commissioner Ross and seconded by Commissioner Dearborn.**

**Motion passed 4-0.**

### **III. COMMENTS FROM THE RESIDENTS/PUBLIC IN ATTENDANCE**

None in attendance.

### **IV. COMMISSIONERS' BUSINESS**

- a) **Chairman Glynn:** He was reappointed to another term on the Board by the South Portland City Council. At the 2014 NAHRO Legislative Conference in Washington, D.C., the delegation from Maine met with Senators Collins and King, Representative Michaud and Representative Pingree's staff. Senator Collins was honored as the NAHRO Legislator of the Year, and a standing-room only crowd heard a great acceptance speech. Maine delegation met privately with her afterward, and they had an excellent dialogue. Commissioner Glynn will be writing a column for the NAHRO Commissioner's Newsletter later this spring.
- b) **Vice-Chairman Dearborn:** Had a call from a resident of 1700 Broadway about the smell of marijuana in the halls. It is still not legal to smoke any substance in our buildings, but we must catch them in the act, which is difficult to do.
- c) **Commissioner Morong:** Smoking is a difficult issue, no matter what is being smoked. He spoke with Councilor Clark about reapportionment and City Hall appointments, did not feel many were affected. Please put the meaning of the many abbreviations in handouts; alphabet soup is difficult to decipher.
- d) **Commissioner Ross:** Asked if we are looking at purchasing the land that BRH is on, and the lot adjacent to the BRH lot?
- e) **Commissioner Ball**
- f) **Commissioner Jakab**

### **V. SUB-COMMITEE BUSINESS**

- a) **Technology Sub-Committee update:** Report handed out at meeting. Firewall settings in many of our buildings need to be adjusted to prohibit illegal online activity as much as possible, whether downloading illegal videos or porn.



**RESOLUTION #6154**

**A Motion to accept the Technology Sub-Committee report was made by Commissioner Morong and seconded by Commissioner Dearborn.**

**Motion passed 4-0.**

**b) Scholarship Committee Report:**

A mailing to all Section 8 HCV residents was done in March, and all SPHA-managed buildings had Scholarship posters posted as well. Deadline for applications is Friday, May 2, 2014.

**c) Regional Housing Authorities Committee Update**

Many changes to software have occurred, resulting in a better product for expansion to additional Housing Authorities. MaineHousing staff will view the product on April 4, 2014. Work has started on a User Agreement as well.

**VI. REPORT OF THE SECRETARY**

**Development Update:** 895 Broadway is being marketed for the NSP Program. Deadline for applications to be submitted is April 15, 2014. Landry Circle development plans are moving ahead very slowly, with funding options being explored. 100 Waterman Drive 2<sup>nd</sup> floor has been listed for lease with Dunham Group. We are still moving forward on relocating the easement through Landry Village, and holder is cooperating with relocation.

**Other:** March 11, 2014, Letter from our Senators to HUD Secretary Shaun Donovan is attached; it requests reduction of some specific regulatory and administrative burdens.

We will invite the auditor to the April meeting with the SPHDC Board to review audit report.

Biddeford Housing Authority has requested that we manage an existing 35-unit tax credit property in Biddeford; they plan to add 15 additional units. Revenue from this would flow to the Development Corp.

**VII. OLD BUSINESS**

**Housing Museum of Chicago / SP Historical Society and SPHA records:**

**RESOLUTION # 6155**

**A Motion was made by Commissioner Glynn and seconded by Commissioner Dearborn to form an Ad Hoc committee to work on this.**

**Motion passed 4-0.**

**RESOLUTION #6156:**

**A Motion was made by Commissioner Ross and seconded by Commissioner Morong to appoint Commissioners Ross, Morong, and Jakab to the Ad Hoc Committee for records.**

**Motion passed 4-0.**

**VIII. NEW BUSINESS**

**Resignation of Board member Michael Russell**

**RESOLUTION #6157:**

**A Motion to accept the resignation of Resident Commissioner Michael Russell was made by Commissioner Glynn and seconded by Commissioner Morong.**

**Motion passed 4-0.**

**RESOLUTION #6158:**

**A Motion to authorize the Authority to enter into an Easement Relocation Agreement with the abutter who holds an easement in the vicinity of Adam Court, to relocate the easement as proposed by St. Germain Collins engineering firm, and to authorize the Executive Director and/or Chair of the Board of Commissioners to execute an easement relocation agreement and any related documents in order to relocate the easement without payment of compensation to the abutter.**

**RESOLUTION #6159:**

**A Motion to direct the Executive Director to contact appropriate people re purchasing the land under and adjacent to the Betsy Ross House for purposes of preserving it for housing was made by Commissioner Glynn and seconded by Commissioner Dearborn.**

**Motion passed 4-0.**

**IX. LEGAL AND FINANCIAL BUSINESS**

- a) Acceptance of the legal communications from Gary Vogel, Esq., and Wendy Paradis, Esq. (Exhibit B)**

**RESOLUTION # 6160:**

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

**Motion passed 4-0.**

**b) Monthly financial reports from Doug Sabo (Exhibit C)**

**RESOLUTION # 6161:**

**A Motion to accept the financial report from Doug Sabo was made by Commissioner Morong and seconded by Commissioner Ross.**

**Motion passed 4-0.**

**X. INFORMATION AND CORRESPONDENCE**

**a) Commissioners Newsletter (Exhibit D)**

**b) Activities Schedule for March (Exhibit E)**

**XII. ADJOURNMENT**

**RESOLUTION # 6162:**

**A Motion to Adjourn was made by Commissioner Ross and seconded by Commissioner Dearborn.**

**Motion passed 4-0. Time 7:58 PM.**

**Respectfully Submitted,**

**Michael Hulsey, Secretary**