



## **Minutes of the Board of Commissioners Meeting February 16, 2016**

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on February 16, 2016 at the offices of MaineHousing, 353 Water Street, Augusta, Maine.

Chairman Peter Anastos called the meeting to order at 9:00 a.m. with Commissioners John Marsh (by conference phone), Sheryl Gregory, Donna Talarico, Kevin P. Joseph, Adam Bradstreet (arrived at 9:20), and Treasurer Hayes present. Commissioner Lincoln Merrill was absent. There was a quorum present.

### **PUBLIC ATTENDANCE**

Guests and staff present for all or part of the meeting include: Linda Uhl, Chief Counsel; Peter Merrill, Deputy Director; Margaret Bean, Deputy Director; Linda Grotton, Internal Audit Manager; Tom Cary, Treasurer; Darren Brown, Director of Finance; Dan Brennan, Director of Energy and Housing Services; Denise Lord, Director of Communications and Planning; Daniel Drost, Manager of Housing and Compliance; Gerrylynn Ricker, Paralegal; and Jody Rollins, Office Administrator and note taker.

### **ADOPT AGENDA**

*Director Gallagher made a motion seconded by Commissioner Gregory to adopt the agenda. The vote carried 4 – 0.*

### **COMMUNICATIONS AND CONFLICTS**

- Commissioner Gregory reported communicating with George Joseph (Brother of John Joseph, JAI) about the RFP process. She also stated that KVCAP agency was contacted for a reference, and they declined to write one. She received numerous emails, which she will forward to Jody for distribution to the Board.
- Terry Hayes stated she received an email on the same topic.
- Commissioner Joseph received numerous emails, phone calls, and attended a couple meetings regarding JAI and ECOS.
- Chair Anastos received an email from Fred Forsley, which he shared with Commissioners.
- Treasurer Hayes reported receiving a call from Sawin Millet regarding a project in Paris in relationship with the senior housing bond, including information from Dana Totman. A subsequent phone call was received from Senator Volk regarding her conversation with the Governor. She also received an inquiry from the Senate President's office. They discussed telemedicine as a value-add.
- Director Gallagher reported that he and Peter Merrill will be meeting with the Governor's staff today to discuss the senior housing bond.

### **MINUTES OF THE DECEMBER 15, 2015 MEETING**

*Commissioner Gregory made a motion seconded by Commissioner Talarico to accept the minutes as written. The vote carried 5- 0.*

## **CHAIRMAN UPDATES**

Chairman Anastos reported meeting twice with the Building Committee. Jason Dupuy, Michael Baran, and Don McGilvery were instrumental in the work. They selected SMRT Consultants and look forward to working with them. A meeting is scheduled for 11:00 today to discuss building needs and schedules for upcoming meetings. Chairman Anastos commented that Mike did a great job facilitating the work and was right on top of things.

## **DIRECTOR UPDATES**

- John thanked Peter Merrill and Margaret Bean for their many accomplishments while he was on vacation.
- John and Peter met with John Butera and Richard Rosen to discuss the HOME fund, why we need the funds, and what we use them for.
- John attended a “Lessons Learned” meeting in Portland with Linda Uhl and Bob Conroy to discuss the work process around 409 Cumberland Street, a family development in Portland.
- John, Linda Uhl and Peter Merrill are looking at our statute, which is incorporated with the municipal housing authorities’ statute with an eye towards modernization and revising definitions.
- Met with the Statewide Homeless Council to provide current updates on MaineHousing.
- John and Peter attended a Portland City Council Housing meeting to provide a statewide perspective on housing in Maine. Suggestions made at the meeting include hiring a mediator for housing issues in the city and placing a temporary rental cap in Portland to keep rents more affordable.
- Met with Avesta Housing and the Northern New England Housing Investment Fund.
- Building Committee meetings are ongoing, and we will meet with the consultant today.
- Upcoming meetings include: John and Peter are meeting with John Butera today to discuss ECOS and the Senior Housing Bond; attending the Efficiency Maine Trust Board meeting February 17; attending a LIHEAP working group meeting with partners on February 23; attending the FHLBB Advisory Board meeting at the end of the month, and attending the NCSHA Legislative Conference in Washington, D.C. and meeting with the Congressional delegation.
- The Southern Maine Community College and MaineHousing are holding a job fair on February 23 for the recent graduates of the first property management course offered at the college. There were thirteen graduates. The course was well-received, and the college is looking at how they can replicate it.
- Sherry Gregory’s confirmation hearing went very well.

## **PUBLIC HEARING:**

### **Weatherization Assistance Program Rule**

### **Weatherization Assistance Program 2016 State Plan**

Dan Brennan provided the Commissioners with background information. He had reviewed the Weatherization Assistance Program 2016 State Plan at the January meeting and is not recommending any major changes to the program or the delivery method. He will be asking for a vote to approve the State Plan today.

The Weatherization Assistance Program Rule is going through the state’s rulemaking process, and we will ask for approval at the March 15 meeting. The Rule is outdated, and revisions need to be made to the terminology.

All information was disseminated to interested parties, and we shared the proposed changes with our designated Policy Advisory Council, Efficiency Maine Trust. To date, there have been no concerns expressed by our partners.

Chief Counsel Linda Uhl opened the hearing and introduced the Commissioners representing MaineHousing and other key staff. She reported publishing notifications to interested parties in January and stated the public comment period ends on February 26<sup>th</sup>. Any public comments on the rule will be submitted to the Attorney General's office. She stated that MaineHousing will ask the Board to adopt the Rule at the March 15<sup>th</sup> meeting. The State Plan needs to be submitted to the US Department of Energy (DOE) by February 29<sup>th</sup>. Any public comments on the State Plan will be submitted to DOE. Because no members of the public were present, the hearing was closed.

*Commissioner Gregory made a motion seconded by Commissioner Talarico to adopt MaineHousing's proposed Department of Energy (DOE) Weatherization Assistance Program 2016 State Plan. The vote carried 6 – 0.*

### **Energy Audit Tool RFP UPDATE**

Director of Energy & Housing Services Dan Brennan reported on the results of the Energy Audit Tool RFP, which was issued in October, 2015 and recently culminated in the selection of Hancock Software as the winning vendor. Our current vendor, JAI Software has expressed concerns regarding the outcome of the RFP. Dan discussed the RFP and the selection process. MaineHousing received 4 responses to the RFP, which were reviewed by a team of six representatives from Community Action Agencies and six employees of MaineHousing. The group represented people from all levels: management, administration, and technical experts. Three of the four vendors were selected to make three-hour presentations to the review team. After summarizing the total scoring of all categories and conducting extensive reference checks, it was determined that Hancock Software offered the superior product, and Hancock was selected as the vendor. There was a subsequent meeting held with John Joseph of JAI where Dan Brennan and Margaret Bean walked him through the details of the RFP and related scoring. We have proceeded with working with Hancock Software and are currently reviewing a draft contract. There is an estimated four month window for implementation. Dan alluded to a concern of JAI that Hancock did not have an approved module for mobile homes. This was discussed during the selection process, and Hancock is working on getting their mobile home module approved by DOE in the next couple of months. We expect to have that approval by the time we go live.

Discussions have started with JAI regarding MERAC, the LIHEAP module. MaineHousing will follow the procurement policy and process for this effort.

Appreciation was expressed to Dan for his good work on this.

### **DRAFT LETTER TO THE GOVERNOR**

The Commissioners reviewed the latest version of the letter to the Governor on the senior housing bond and a couple of minor edits were made. The final copy will be printed, signed, and delivered to the Governor's office today.

### **DEPARTMENT REPORTS & OTHER**

- Sherry Gregory reported that both Peter Merrill and Margaret Bean did a great job at the Legislature presenting MaineHousing's Program Evaluation Report. She also commented on the positive remarks she has received from people who heard Margaret Bean's keynote presentation about Homelessness at a recent United Way gathering.
- Commissioner Hayes requested additional information regarding vacant properties in the foreclosure process. There was a discussion about MaineHousing's responsibilities and Maine's lengthy foreclosure process.

- Margaret Bean provided an explanation to the Commissioners on how to read the 3 year Homeless Statistics report and the relationship of these figures to the new efforts of the Homeless department.
- Commissioner Hayes congratulated Jason Dupuy and staff for being recognized by a U.S. Postal worker who reported that there is no other state agency, department or committee that handles its mail sorting, postage and indexing better than MaineHousing.

**ADJOURN**

*Commissioner Hayes made a motion seconded by Commissioner Joseph to adjourn the meeting at 11:10 A.M. The vote carried 6 – 0.*

Respectfully submitted,

Donna Talarico, Secretary