



## **Minutes of the Board of Commissioners Meeting October 16, 2018**

### **MEETING CONVENED**

A regular meeting of the Board of Commissioners for MaineHousing convened on October 16, 2018 at the offices of MaineHousing, 353 Water Street, Augusta, Maine. A notice of the meeting was published on October 5, 2018 in Central Maine newspapers.

Chair Lincoln Merrill called the meeting to order at 9:00 a.m. The meeting convened with Commissioners Thomas Davis, Kevin Joseph, John Gallagher, Sheryl Gregory, Donna Talarico, State Treasurer Terry Hayes, Laurence Gross and Deputy Director Peter Merrill. Director Dan Brennan 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; Troy Fullmer, Manager of Housing and Compliance; John Bobrowiecki, Counsel; Linda Grotton, Manager of Audit and Compliance; Karen Lawlor, Executive Administrator; Liz Moberg, Technical Services Specialist; Kevin Judkins, REO Asset Manager; Paula Weber, Compliance Officer; Jason Bullock, IT Manager; Brad Fenton-Snell, Weatherization Program Officer; Karen Vigue, Weatherization Program Officer; Don McGilvery, Construction Services Manager; Jan Archer, Facilities Manager; Brenda Sylvester, Community Housing of Maine, Inc.; and Gerrylynn Ricker, Paralegal and Note taker.

### **ADOPT AGENDA**

*Commissioner Joseph made a motion seconded by Commissioner Gross to adopt the October 16, 2018 agenda. The vote carried unanimously.*

### **APPROVE MINUTES OF SEPTEMBER 18, 2018 MEETING**

*Commissioner Hayes made a motion seconded by Commissioner Gallagher to accept the September 18, 2018 minutes as written. The vote carried unanimously.*

### **COMMUNICATIONS AND CONFLICTS**

- Commissioner Hayes had an opportunity to speak with former Chair Peter Anastos at an event. He says hello to everyone.
- Commissioner Gross reported that he is on the Board of Maine Behavioral Health and he met with their chief executive officer. The opioid problem and how it relates to housing was discussed.
- Commissioner Hayes reported she met with Doug Sanford in Biddeford. Commissioner Hayes took a tour of the work he has been doing in the mills.

### **CHAIR OF THE BOARD UPDATES**

- Chair Merrill reported he attended an Audit Committee meeting and the minutes of future meetings will be included in the Board packets going forward.
- Chair Merrill attended the Cabin in the Woods dedication ceremony. He spoke with Brian Sites about the Quarry Ridge project.

### **DEPUTY DIRECTOR UPDATES**

Deputy Director Peter Merrill advised the Commissioners that Director Brennan is in Austin, Texas

attending the NCSHA conference. He then reported some of Mr. Brennan's activities during the past month.

- Director Brennan gave the keynote address to the Innovative Living Environment's for Older Adults at the 13<sup>th</sup> annual University of Maine's Geriatric's Colloquium.
- Director Brennan made a presentation to the trade association for base realignment – such as Brunswick and Loring.
- Director Brennan attended the New England Housing Finance Agency Directors meeting in New Hampshire.

Deputy Director Merrill reported on the following items:

- Director Brennan will be back in the office for a week or so, then he has a couple trips to Boston before going out on medical leave.
- Staff from our Development Department attended underwriter training.
- Deputy Director Merrill attended a meeting of public housing authority directors in Bar Harbor.
- Becky Dydasco, our Information Technology Director turned in her resignation. Her last day is October 26, 2018.
- We will be receiving a 3% reduction on our insurance premiums next year.
- Don McGilvery will be giving a new building report at the end of this meeting.

### **2019 DOE WEATHERIZATION STATE PLAN AND INTENT TO PROCEED COMMENCE RULEMAKING – WEATHERIZATION ASSISTANCE PROGRAM RULE**

Manager of Housing and Compliance Troy Fullmer gave an overview of the 2019 Department of Energy's (DOE) State Plan and the Weatherization Assistance Program (WAP). WAP has been in existence for over 40 years and has weatherized 7.4 million homes. In 2017 MaineHousing served 323 households investing \$2.29 million. We plan to invest \$2.8 million for the program and \$500,000 for training and technical assistance in 2019. MaineHousing employs four full time employees dedicated to this program. Mr. Fullmer informed the Commissioners of the intent to proceed with the 2019 DOE Weatherization State Plan using the guidance received from DOE. He explained the minor edits to the Rule. Public hearings will be held at the November meeting for both the state plan and the rule.

*Commissioner Hayes made a motion seconded by Commissioner Davis to commence the rulemaking process to repeal and replace Chapter 25 of MaineHousing's rules as described in the memorandum from Energy & Housing Services Manager of Housing and Compliance Troy Fullmer dated October 12, 2018. The vote carried unanimously.*

### **PROCUREMENT POLICY REVISION**

Chief Counsel Linda Uhl asked the Board to amend MaineHousing's Procurement Policy to conform to changes in Federal procurement rules and to streamline the process. Ms. Uhl summarized the changes as outlined in the Summary of Proposed Revisions to Procurement Policy dated October 9, 2018. Commissioner Talarico asked Linda if any of the changes in wording would somehow be detrimental to the Federal funds. Ms. Uhl explained that we were very careful to stay in compliance with Federal fund requirements. After discussion it was decided to require consultation with the Board Chair or Vice-Chair for sole source purchases in excess of \$150,000, and a report to the Board on sole source purchases in excess of \$10,000. Attorney Uhl will make the change to the revised Procurement Policy in redline and bring it to the November Board meeting for approval.

### **NEW BUILDING UPDATE**

Construction Services Manager, Don McGilvery presented a building design and construction update



for the new office project. He supplied the Board members with an aerial view of the site, a landscape plan, first floor furniture plan, second floor furniture plan, and a building elevation rendering. MaineHousing and Harriman, our architect, have developed a scope of work. Landry & French, our construction manager, has provided a fixed price, and we have under contract a first phase of work to conduct the interior demolition of the new office space. This phase is expected to take four to six weeks. We have retained an A/V equipment consultant and once the A/V scope is finalized it will be sent out to vendors for bids. Mr. McGilvery gave an overview of the schedule moving forward.

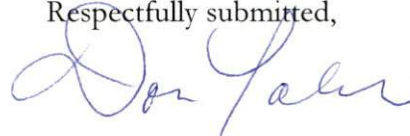
### **DEPARTMENT REPORTS**

Deputy Director Peter Merrill told the Commissioners that Housing Choice Voucher Department Director Allison Gallagher pointed out that a suggested change at last month's Board meeting could not be made as the language comes directly from HUD and cannot be changed in our Housing Choice Voucher Administrative Plan. Deputy Director Merrill also pointed out that the A-133 report for the second year in a row has had no findings which is remarkable considering all the programs that are reviewed on an annual basis. Commissioner Kevin Joseph wanted to know when we expect the home improvement delinquencies portrayed on Director of Finance Darren Brown's report to start going down. Deputy Director explained the home improvement loan program. Chair Merrill asked if we have liens on these loans. Chief Counsel Uhl said we do. Commissioner Davis wanted to know what non-mortgage investments are. Deputy Director Merrill explained that the non-mortgage investments are mostly in treasuries and government securities.

### **ADJOURN**

*Commissioner Hayes made a motion seconded by Commissioner Talarico to adjourn the meeting. The meeting was adjourned at 11:30 a.m. by a unanimous vote of the Board.*

Respectfully submitted,

A handwritten signature in blue ink, appearing to read "Donna Talarico".

Donna Talarico, Secretary