

Minutes
Portland Development Corporation
February 21, 2019

A meeting of the Portland Development Corporation (PDC) Board of Directors was held at 4:00 p.m. on Thursday, February 21, 2019, in Room 209 of Portland City Hall.

Present from the Board was its President Tim Agnew and Board Directors James Dowd, Jeffery Hicklin, Steve Lovejoy, Laura Reading, Mayor Ethan Strimling, and Julie Viola. Board Directors Tom Dunne, Blaine Grimes, Jon Jennings, and Briana Volk could not be present. Present from the City staff were Housing and Community Development Division Director Mary Davis, Associate Corporation Counsel Michael Goldman, Business Programs Manager Nelle Hanig, and Senior Executive Assistant Lori Paulette. Also present was PDC Underwriter David McLaughlin.

Item #1: President's Comments

President Agnew noted that the City Council, at its meeting held yesterday, approved of the proposed amendments to the PDC Bylaws and Brownfield Guidelines, and the new Guidelines for the Brownfield Assessment Fund. The PDC now will have the authority to provide loans and grants for residential projects meeting stated thresholds. All other loan funds of the PDC are for commercial purposes only.

Item #2: Review and accept Minutes of October 18, 2018 meeting, and Notes from Workshop meeting held on January 17, 2019.

On motion made by Mayor Strimling, seconded by Julie Viola, the Board voted unanimously to accept the Minutes as presented.

On motion made by Mr. Dowd, seconded by Mr. Hicklin, the Board voted 4-0-3
(Reading, Strimling, Viola abstained) to accept the Notes as presented.

Item #3: Communication Item: Update on Housing Committee meeting of 2/13/2019 and its vote to forward proposed amendments to PDC Bylaws; proposed amendments to Brownfield Guidelines for (1) its Closeout Fund Program (Fund 278), (2) Cleanup Revolving Loan Fund Program (Fund 280), and new Guidelines for the Brownfields Assessment Program (Fund 281)

As stated earlier, President Agnew said that these proposed amendments were approved by the City Council at its meeting yesterday with no questions or issues raised. He also noted that among these amendments, Phase I and Phase II assessments from Funds 280 and 281 can be approved administratively. If assessments are to be funded through Fund 278, Closeout funds, staff will bring these requests to the Board for approval, as it has done in the past with this Fund.

Item #4: Review and vote on proposed Brownfields Cleanup Grant to Portland Housing Authority for Project at 58 Boyd Street.

Ms. Hanig said that Portland Housing Authority (PHA) and Portland Housing Development Corporation (PHDC) are seeking a \$125,000 Brownfields subgrant from the City/PDC, and they will provide the EPA required match of 20% or up to \$25,000. The remediation/cleanup costs for this contaminated property are estimated to total up to \$390,000. They have already been approved by GPCOG for a \$200,000 Brownfields subgrant. The total cost of this development project, which will be a six-story, 55-unit mixed income residential building with multi-family affordable apartments (65% low income), is estimated at over \$13 Million. The project meets the parameters of the newly approved Brownfield guidelines for housing.

Jay Waterman of PHA/PHDC then went through the attached PowerPoint

Presentation describing the project, including first floor office space for non-profit Cultivating Community, meeting space, mix of units including 2 and 3-bedrooms which can be difficult to find, 23 space parking lot, and six stories.

In response to Mayor Strimling, Mr. Waterman noted that they are cleaning the entire site, removing approximately 3,000 tons of contaminated soil, which is the reason for the Brownfield subgrant application to the PDC.

Ms. Viola asked about a VRAP, and Mr. Waterman said that they have a VRAP in place. Bids came in for the project and they hope to start the project next week.

Mr. McLaughlin noted that PHA/PHDC is not a credit risk. They have the ability to complete the project; the capacity is there.

President Agnew asked about the recent \$500,000 awarded to the City/PDC for Fund 280, and Ms. Hanig said that of that \$500,000, half can be used for grants and the other half for loans.

Mr. Dowd asked about cost overruns, and Mr. Waterman noted that they have a small contingency fund built in. Phase I of the project will take out the brownfield soil; Phase 2 would then close on the construction loan and then fill in the area.

Ms. Reading asked about lot coverage, and Mr. Waterman indicated that 10% will not be covered by building or parking lot.

Mayor Strimling asked about an Affordable Housing TIF for the project; why 23 parking spaces; and if the building would be energy efficient. Mr. Waterman indicated that the City and MSHA approved of an Affordable Housing TIF for the project at 50% capture rate over 30 years. Regarding parking, Mr. Waterman said that MSHA has a 1 to 1 ratio for parking so they obtained a waiver and described the process, noting that family housing needs some

parking. Regarding energy efficient building, Mr. Waterman said that it will be 30% better than the City Code requires.

Mayor Strimling then made a motion to approve the subgrant of up to \$125,000 as recommended by staff. Mr. Lovejoy seconded the motion, and it then passed unanimously.

Item #4: Office of Economic Opportunity (OEO) Presentation of Strategic Plan for Inclusion funded by PEDPIP.

Ms. Trujillo thanked the Committee for its support through the PEDPIP Grant to assist in funding the Strategic Plan for Inclusion. She then highlighted the Plan by presenting the attached PowerPoint Presentation, noting that her office looked at other similar plans nationwide. It includes measurable goals, tracking, professional connections, and accountability. She also highlighted the Portlandopportunity.com website where this Plan lives.

Ms. Trujillo then noted they are hosting another round of Immigrant Entrepreneur workshops in February and March, as well as hosting, in partnership with the Portland Chamber, an Employer Summit on May 2nd to get employers more familiar with the immigrant community and employee opportunities.

Mr. Agnew asked about her Advisory Board, and Ms. Trujillo indicated that to be an 11-member board not appointed by the Council and has representatives from social services and the immigrant community.

Ms. Viola asked about publicizing the May 2 event, and Ms. Trujillo said that save the date emails went out last week, and further advertising will be done in partnership with the Chamber.

Mayor Strimling asked about gaps for the immigrant community and if they feel welcomed here. Ms. Trujillo indicated that credentialing is a gap; that is a challenge for all and costly. There are not many experts in that area, where, for example a Medical Doctor from

Rwanda cannot practice in the United States until his credentials are confirmed. There are a couple of bills in Augusta to help with the matter. The Summit will also help to play a role to support employees. She also noted that with Portland's program and resources, immigrants do feel welcomed here.

Mayor Strimling asked about English as a Second Language. Ms. Trujillo described Portland Adult Education's program and strategy.

Seeing no further comments/questions, President Agnew thanked Ms. Trujillo for the update.

Item #6: Treasurer's Report – January 2019.

President Agnew, looking at the Grant listing, asked if Lio has followed through on the \$20,000 BAP grant, and Ms. Hanig said that they have not drawn down funds yet and have 9 months to create 2 jobs.

On motion made by Mr. Dowd, seconded by Ms. Viola, the Board voted unanimously at approximately 4:55 p.m. to go into executive session pursuant to 1 M.R.S.A. 405(6)(F) and 5 M.R.S.A. 13119-A to discuss/monitor the loans listed on the Confidential Delinquency Report. At approximately 5:45 p.m., the Board came out of executive session.

Mayor Strimling made a motion to charge off \$19,386 for the loan to Miss M; Ms. Viola seconded the motion.

Mayor Strimling noted that this action would delete the loan from the Delinquency Report, but this does not clear it for the loan recipient.

President Agnew then asked for a vote on the motion, and it was unanimous.

There being no further business, the meeting then adjourned at 5:45 p.m.

Respectfully – Lori Paulette

58 Boyd Street Apartments

Brownfields Cleanup Grant Proposal

**City of Portland
Portland Development Corporation**

February 21, 2019



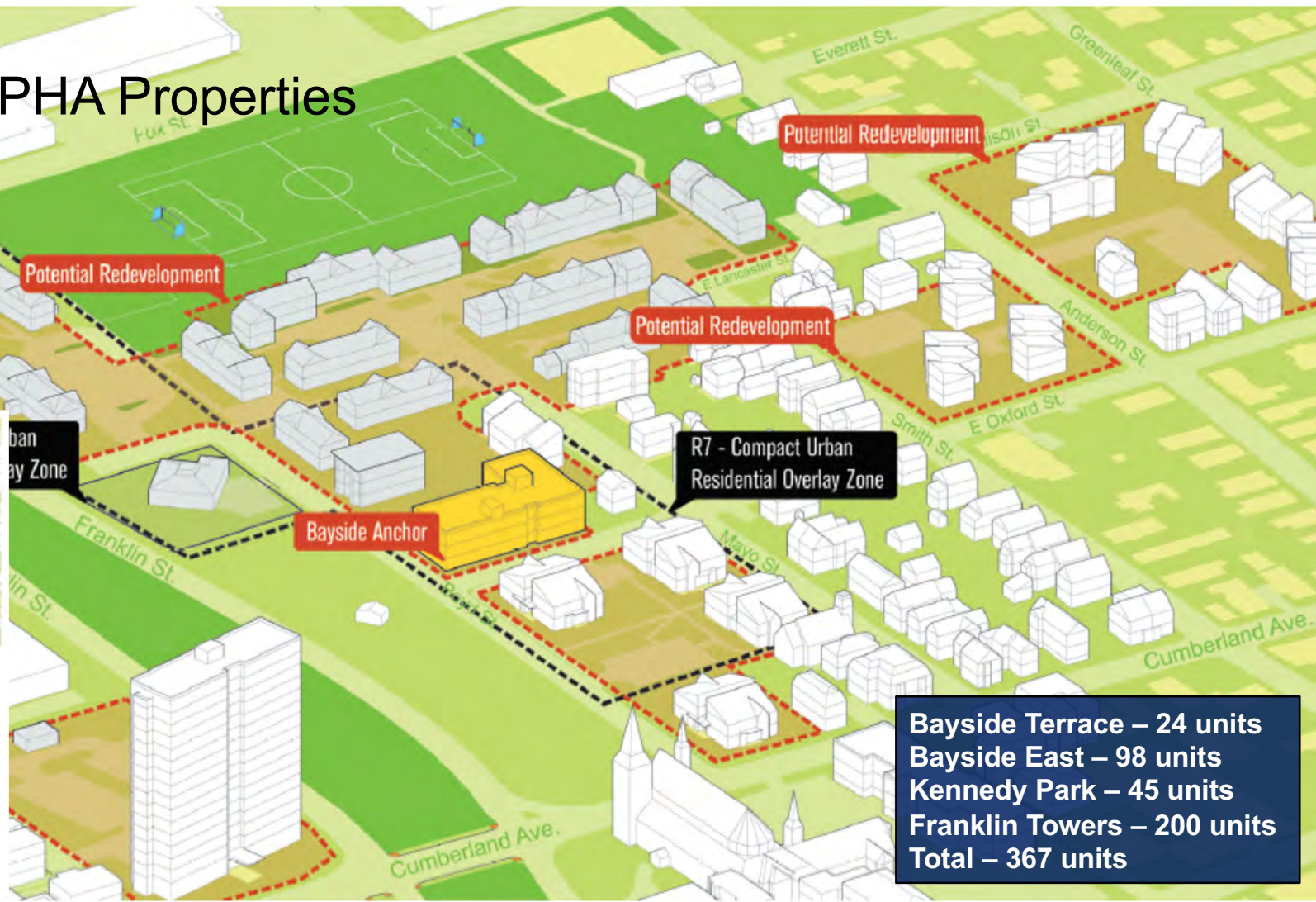
East Bayside PHA Properties



Strategic Vision Plan
of Major Properties for
the **Portland Housing
Authority**



December 2015



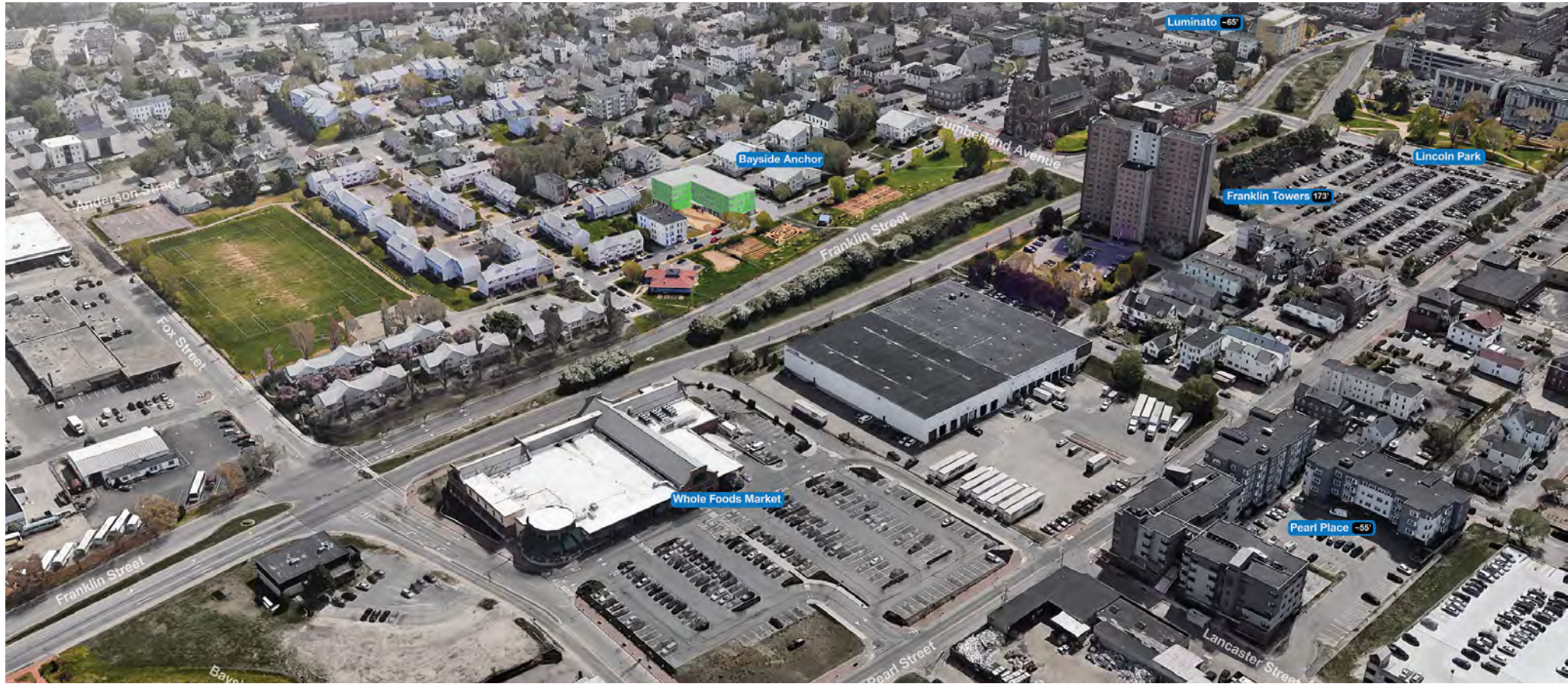
The Big Picture

Bayside Anchor

- 45 mixed-income apartments.**
- Head Start, PHA Management and Community Policing Offices**

Bayside Anchor

Portland Housing Authority







58 Boyd Street - Unit Mix and Building Program

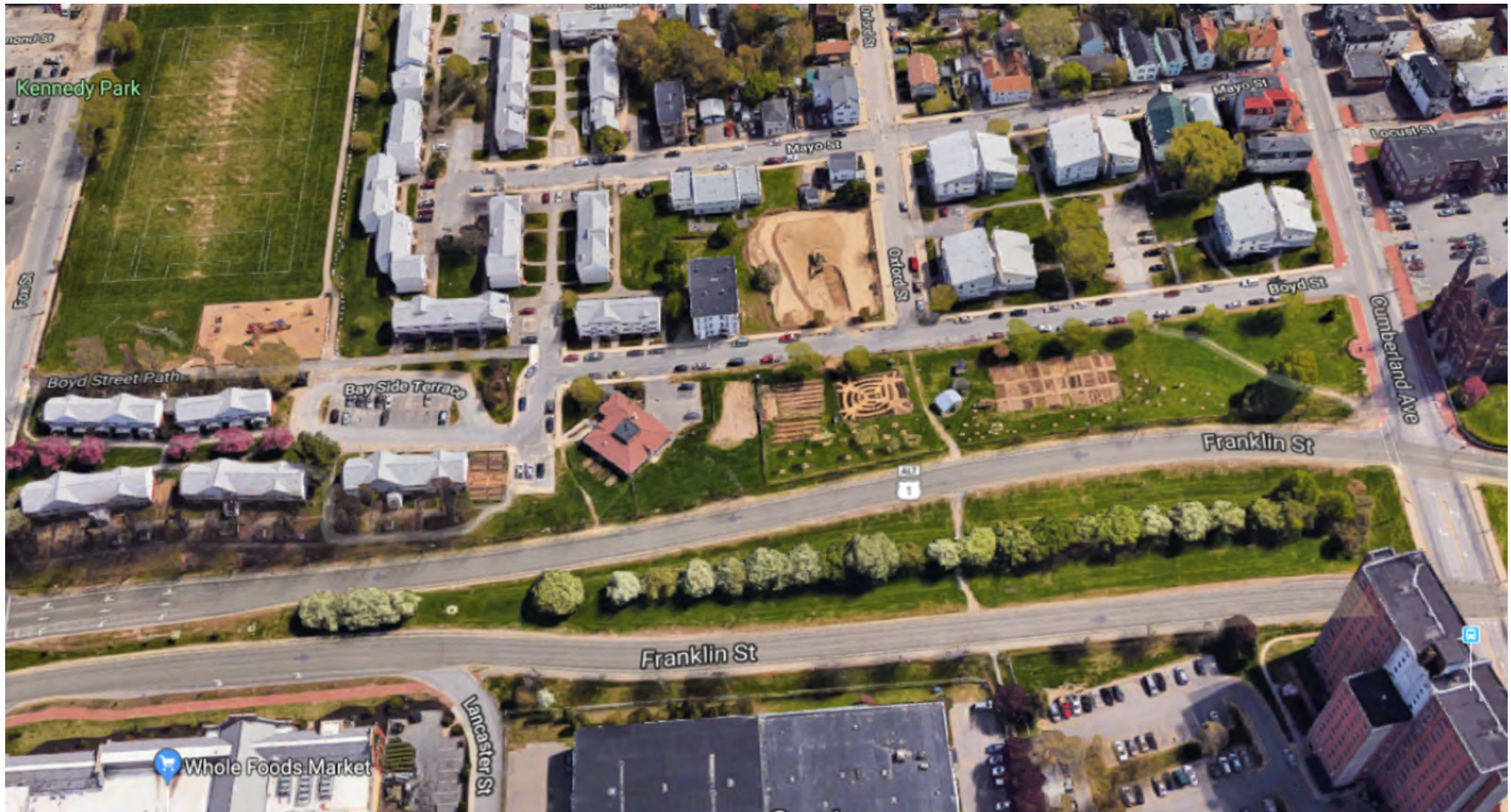
- Cultivating Community is returning their office to the neighborhood
- Approximately 1,000 square feet of office space for 8-10 employees
- Neighborhood Center
 - Cultivating Community Office and Multi-Use Space
 - Large and small meeting rooms
 - Tele-medicine Program



58 Boyd Street - Affordability

- 55 Rental Apartments

- Unit Mix
 - 23 efficiencies
 - 10 1-BR units
 - 13 2-BR units
 - 9 3-BR units
- 44 units Tax Credit subsidized (7 units < 60% Area Median Income)
- 37 units less than 50% AMI
- 28 Project Based Vouchers
- 11 units as a “preference” for formerly homeless households
- 11 market-rate units (Effic. rent = \$909 ; 2br rent = \$1,300)





APPLICANT:
58 BOYD STREET, LP
14 BAXTER BLVD
PORTLAND, MAINE 04101

OWNER:
PORTLAND HOUSING
AUTHORITY
14 BAXTER BLVD
PORTLAND, MAINE 04101

Project
**58 BOYD STREET
APARTMENTS**

Revisions	Date	Descriptions
1	8.15.2017	CITY OF PORTLAND RECEIVED AND APPROVED

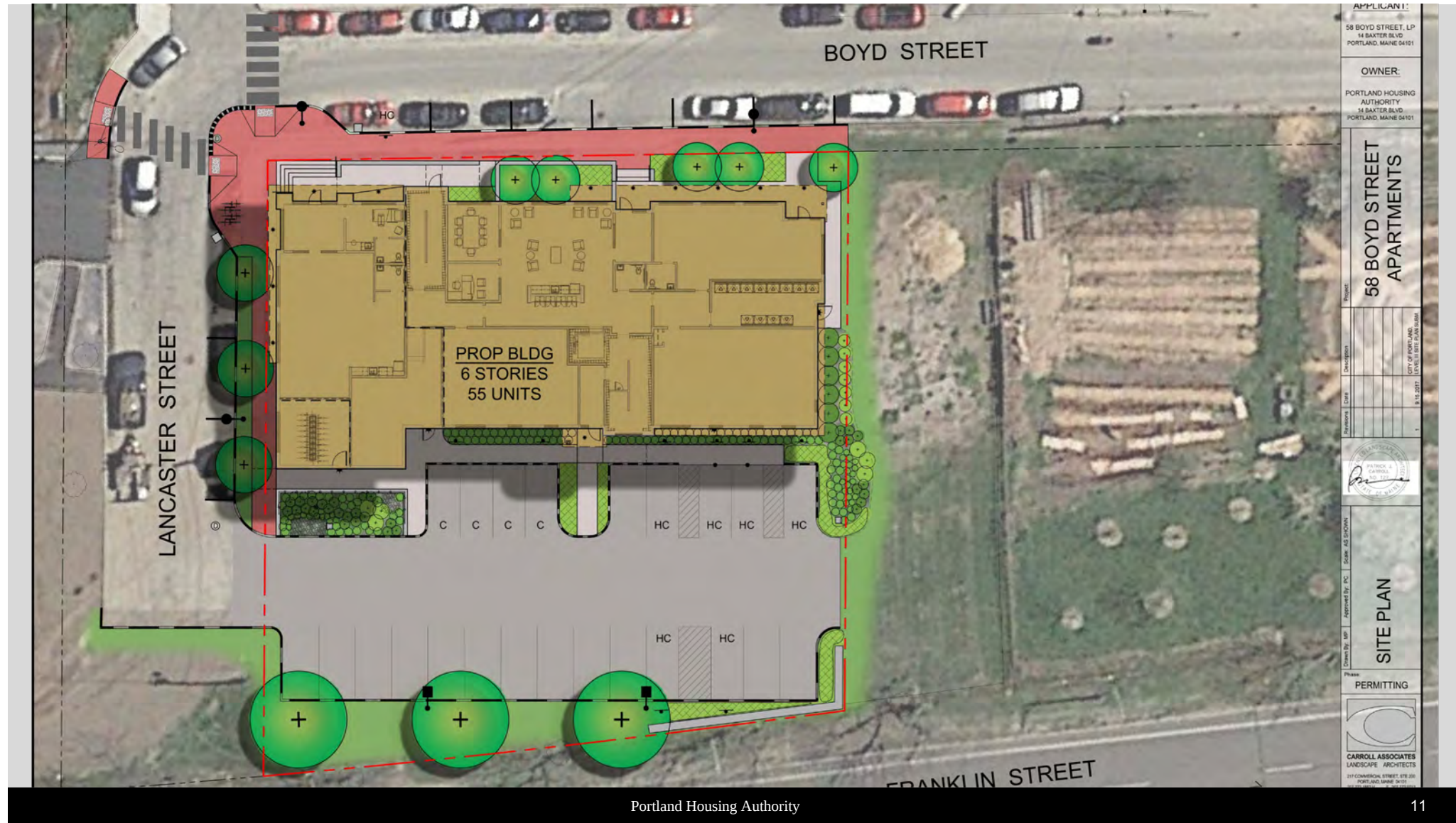
SEAL
PATRICK A. CARROLL
P.E.
MAINE

**EXITING
CONDITIONS PLAN**

Permitted By: UP
Approved By: PC
Scale: AS SHOWN

Permitting

**CARROLL ASSOCIATES
LANDSCAPE ARCHITECTS**
211 COMARSHAL STREET, STE 200
PORTLAND, MAINE 04103
(207) 886-1111



APPLICANT:
58 BOYD STREET, LP
14 BAXTER BLVD
PORTLAND, MAINE 04101

OWNER:
PORTLAND HOUSING
AUTHORITY
14 BAXTER BLVD
PORTLAND, MAINE 04101

Project:
**58 BOYD STREET
APARTMENTS**

Personnel	Date	Description
	8.15.2017	CITY OF PORTLAND PLANNING AND DEVELOPMENT



Drawn By: UP
Approved By: PC
Scale: AS SHOWN
SITE PLAN

Phase:
PERMITTING

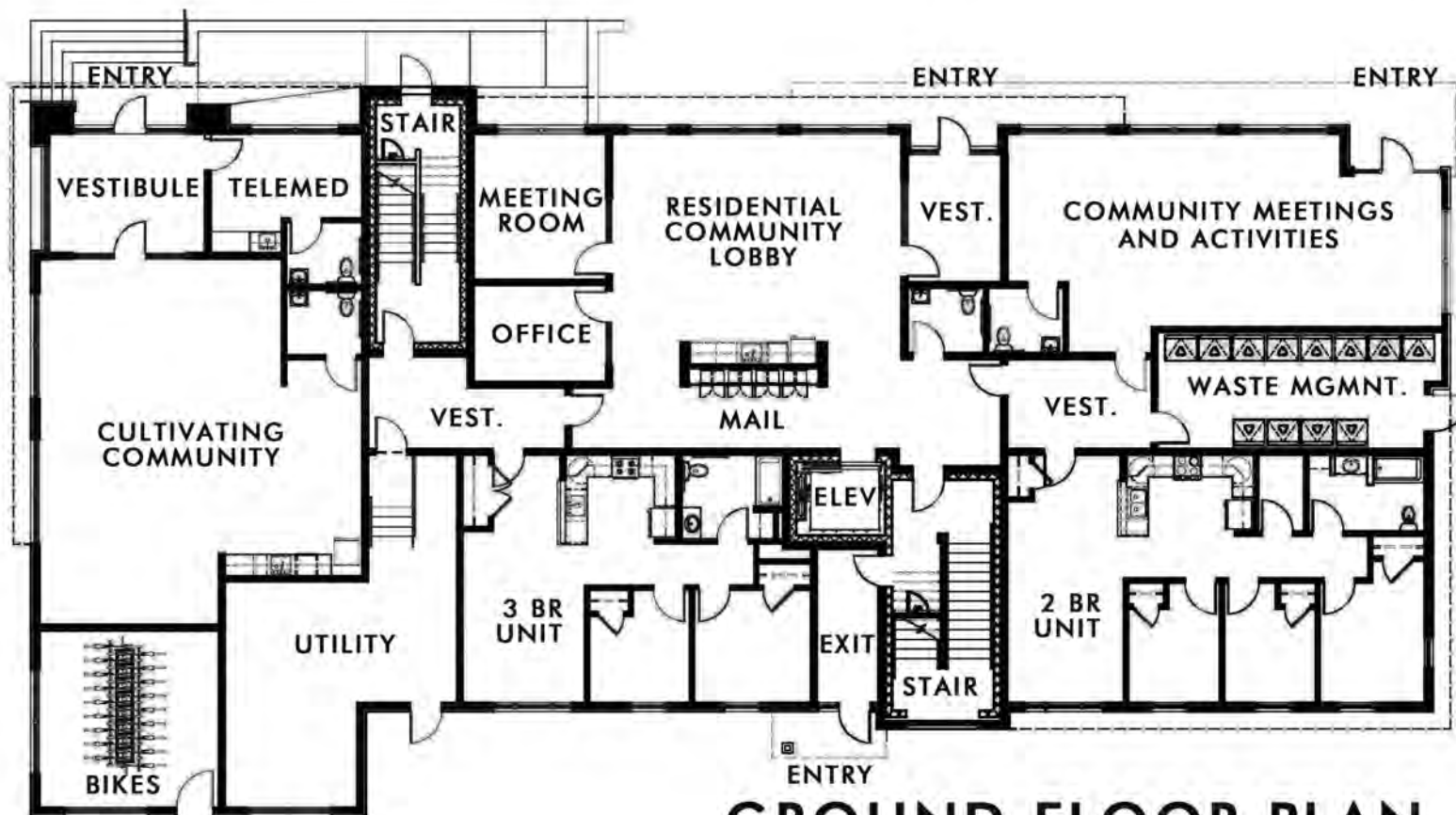


CARROLL ASSOCIATES
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(207) 877-1111

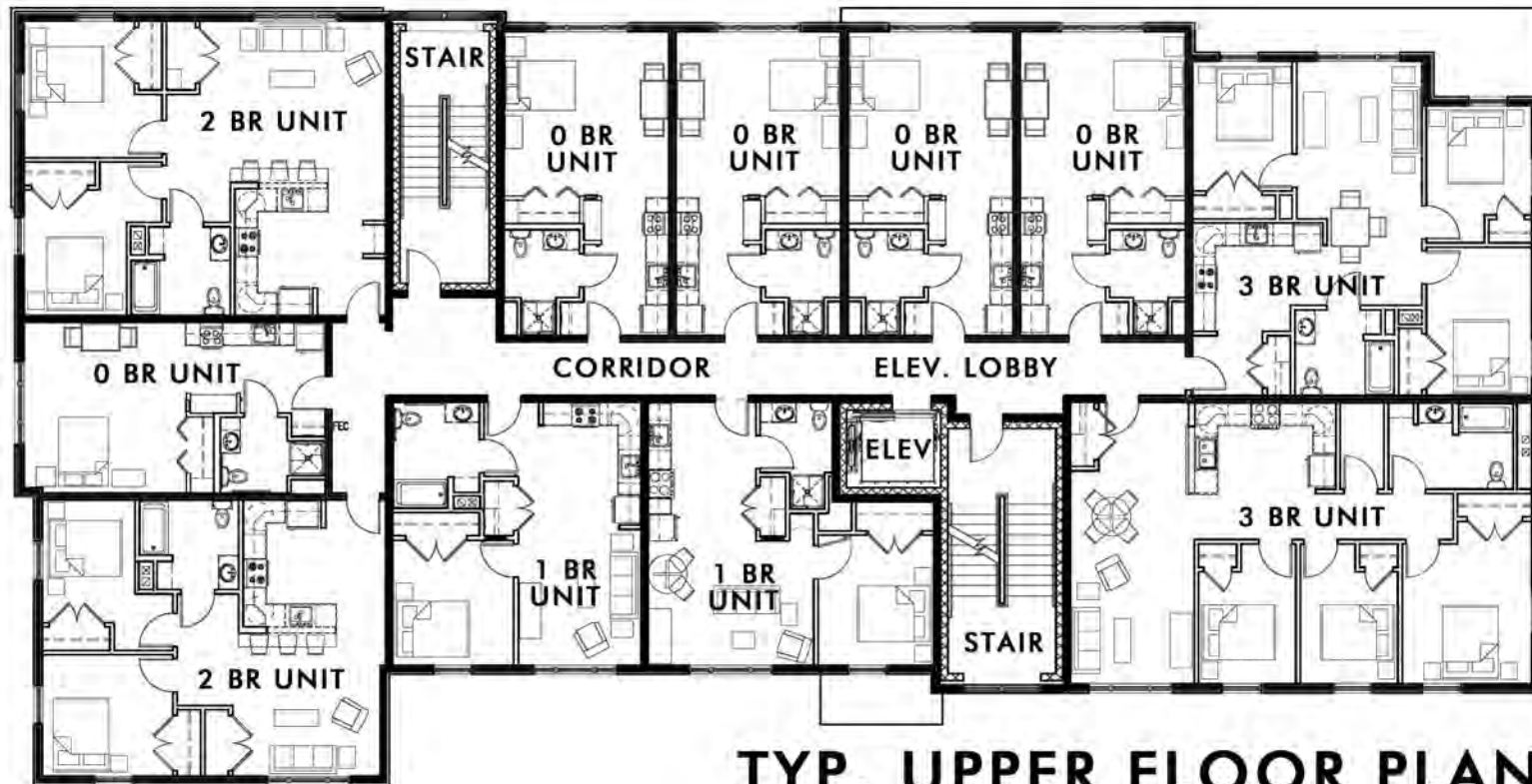








GROUND FLOOR PLAN



TYP. UPPER FLOOR PLAN

Redevelopment Project - Basis of Cost

58 Boyd Street Apartments - Sources and Uses

Sources		
Development Fee Loan	0	
MH Interest Only Loan	1,701,706	
City FedHOME	200,000	
AHP Loan	2,932,139	
FHLB Subsidy	750,000	
Net Syndication	6,756,824	795,000 Credit Allocation
Sponsor Loan	100,000	
Total	12,440,669	
Uses		
Construction	9,666,764	\$188.92 /sf Construction
Soft Costs	1,138,021	
Finance Costs	279,898	
Miscellaneous	216,851	
Acquisition	0	
Reserves	576,634	
Developer Fee	562,500	
Total	12,440,669	226,194 Gross TDC / Unit
		214,190 Adj. TDC / unit

Soil Remediation Basis of Cost—Sources and Uses

Brownfields Grant Sources and Uses -			
Uses			Notes
Common Excavation	\$	39,000.00	Ransom est.
Dust Control	\$	5,000.00	Ransom est.
Erosion and Sedimentation Control	\$	20,000.00	Ransom est.
Retaining Wall	\$	25,000.00	est. Added since application
Temporary catch basin	\$	10,000.00	est. Added since application
VRAP Engineering QEP	\$	50,000.00	Ransom est.
Soil Disposal and remediation	\$	184,000.00	Ransom est.
Mobilization Fees and Permits	\$	37,000.00	Ransom est.
Contingency	\$	20,000.00	5%
TOTAL	\$	390,000.00	
Sources			
GPCOG Brownfields Subgrant	\$	200,000.00	AWARDED
City of Portland Brownfields Subgrant	\$	125,000.00	Pending
PHDC Reserves	\$	65,000.00	20% match Committed (included in summary)
	\$	390,000.00	
Gap or surplus	\$	-	

Preliminary Schedule

November 21 – Draft ABCA, CRP and SSQAPP

December 13 – ABCA and CRP Approval and start of 30-day public comment period

January 14, 2019 – 30-day comment period ends, finalize bid documents

January 21 – public bid for remediation activities

February 6 – Bid Opening

February 20 – Begin remediation activities

April 17 – Complete remediation activities



Thank You

Portland Housing Authority

Strategic Action Plan for Inclusion

**City of Portland
Office of Economic Opportunity**

Key Components of the Plan

- Start with a clear set of values that span all aspects of community
- Use accessible language throughout the plan
- State clear, concise goals
- Factor in attracting new people to the community
- Begin with measurable outcomes wherever possible and align goals to achieve impact
- Include a timeline for key action steps, along with names and roles of responsible parties and short- and long-term goal
- Acknowledge plan creators and the process used to create the plan
- Factor in economic development while also recognizing other key components in a thriving community
- Have a summary table outlining key components
- Include useful data about community

Three Plans to Meet Audience Needs

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Comprehensive Plan

Executive Summary

Online Clearinghouse

Comprehensive Plan

Strategy II: Improve the rate at which adult ESOL students/learners *reach English proficiency in the City of Portland

Short term expected result: By December 2019, mechanism exists to track and analyze collective English results across ESL service providers.

Long term expected result: By June 2020, the average CASAS level score (or other common assessment standard) for tracked ESOL students in the ESOL collaborative improves by five or more points.

*(as defined by a common assessment standard/metric)

Action: Continue to enhance collaboration between adult English Speakers of Other Languages (ESOL) service providers in the City of Portland through the ESOL collaborative to mitigate gaps and duplication of service and maximize collective results.

Indicator of success: By June 2020, ESOL Collaborative achieves internal measurable outcomes to include, but not limited to: an improved referral, collective data collection, and informational system.

Entity Tracking the Work: City of Portland's Office of Economic Opportunity

Executive Summary

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ECONOMIC INCLUSION AND DEVELOPMENT



ACTIONS - STRATEGY II:

- Continue to enhance collaboration between adult English Speakers of Other Languages (ESOL) service providers in the City of Portland through the ESOL collaborative to mitigate gaps and duplication of service and maximize collective results. *(June 2020)*
- Expand or establish project based on the job opportunities for high English proficiency learners to improve upon their sector based technical language. *(December 2020)*
- Advocate to establish one or more employer-based English language program for its limited English proficient employees. *(December 2019)*

Online Clearinghouse

Short term expected result: By December 2019, mechanism exists to track and analyze collective English results across ESL service providers.

Long term expected result: By June 2020, the average CASAS level score (or other common assessment standard) for tracked ESOL students in the ESOL collaborative improves by five or more points.

ACTIONS



CONTINUE TO ENHANCE COLLABORATION BETWEEN ADULT ENGLISH SPEAKERS OF OTHER LANGUAGES (ESOL) SERVICE PROVIDERS IN THE CITY OF PORTLAND THROUGH THE ESOL COLLABORATIVE TO MITIGATE GAPS AND DUPLICATION OF SERVICE AND MAXIMIZE COLLECTIVE RESULTS.



EXPAND OR ESTABLISH PROJECT BASED ON THE JOB OPPORTUNITIES FOR HIGH ENGLISH PROFICIENCY LEARNERS TO IMPROVE UPON THEIR SECTOR BASED TECHNICAL LANGUAGE.



ADVOCATE TO ESTABLISH ONE OR MORE EMPLOYER BASED ENGLISH LANGUAGE PROGRAM FOR ITS LIMITED ENGLISH PROFICIENT EMPLOYEES.

Accountability Framework

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Two Advisory Groups:

1. **Advisory Team** Recommitment and Recruitment of New Members
2. **Employer Advisory** in partnership with the Chamber.

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STRATEGIC ACTION PLAN FOR INCLUSION: Accountability Framework

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	
STRATEGIC ACTION PLAN FOR INCLUSION: Accountability Framework																		
Outcome Area: Economic Inclusion and Development												City of Portland 2030 Strategic Goals?						
Outcome Area Definition: Economic Inclusion involves equal opportunity to economic activities such as employment, entrepreneurship, and consumerism. Economic development is reliant on harnessing the full potential of all residents and creating an inclusive economy. Immigrants and other underrepresented communities have the skills and assets to thrive, and economic development systems are prepared to leverage new and existing talent. In order to cultivate this talent further, lifelong learning opportunities, language, and other related barriers are addressed to assist underserved communities to reach financial stability.												1						
												1						
Strategy 1: Enhance access to career pathways and successful professional outcomes so that all Portlanders, particularly people of color, including immigrants and refugees have greater opportunities for upward economic mobility.												1						
												1						
Level of Effort:												10						
												1		Ensure efficient use of resources to achieve quality outcomes				
												1						
Focus Population/Reach: Portland's racial minorities, including immigrants and refugees, who need greater supports to secure any job or a higher quality job that embodies their professional aspirations, prior work experience and academic background.																		
Leads (or grantees/partners if rendered): OED, Portland Regional Chamber, Rotary Club, New Mainers' Resource Center.																		
Performance Monitoring/Evaluation:																		
Strategy to Date Progress and Potential Risks:																		
							Activity Timeline											
							2019				2020				2021			
Actions		Data Collection Tool	Baseline	Short-term Target	Long-term Target (if applicable)		Feb	Jun	Sep	Dec	Feb	Jun	Sep	Dec	Feb	Jun	Sep	Dec

Key Initiatives Already Under Way

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In Partnership with the
Portland Regional Chamber



Members: PAE,
Learning Works, Hope
Acts ESL Program,
YMCA, Salvation Army
and In Her Presence.



In partnership with Nelle
Hanig in Economic
Development, New Ventures
Maine and NMRC.

– **Portland Global Connections**

– **U.S. Monthly Cultural
Orientation for all
Immigrants**

Key Initiatives to Launch in Spring 2019

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- Employer-Only Summit on 2 May, 2019:

Workforce Forum: “Building Your Workforce – How to Engage Foreign-born Talent.

- Portland Natural Helpers’ Program