

Chairperson Wadding called the Annual Meeting of the Portland Housing Authority to order on Wednesday, May 17, 2017 at 8:46 a.m. at the Evelyn Clark Community Center, 208 Main Street, Portland, CT.

PRESENT: Chairperson D. Wadding, Vice Chairperson A. T. White, Commissioner M. Giuliano

ABSENT: None

STAFF: J. Frazee and S. Nellis

ACCEPTANCE OF THE AGENDA: On a motion made by Vice Chairperson White and seconded by Commissioner Giuliano the agenda was unanimously accepted.

APPROVAL OF THE SPECIAL MEETING April 26, 2017: A motion was made by Vice Chairperson White and seconded by Commissioner Giuliano to approve the Special Meeting Minutes of April 26, 2017. The motioned passed unanimously.

INVESTMENT STATUS \$120,000 –Interest earned for the month ending April 30, 2017 was \$55.57. The balance is now \$120,753.91. The rate is .06%.

PUBLIC OPINION: - Former Chatham Court resident, Barbara Payne, addressed the board regarding volunteering. She stated she represents her son, Naji, who currently is a resident at Chatham Court. She handed out a letter to each board member and staff (see attached) Ms. Payne questioned the protocol for volunteering at the student center and would like information on the process to secure the center for activities and or programs. Director Frazee said that residents can contact the office to obtain a key. The resident has to be a tenant in good standing in order to use the center.

Quarry Heights resident Betty S. stated two people who were evicted from Quarry Heights are visiting units 12 and 19; one of them brings a large dog. She questioned if residents who are evicted are allowed on the property. Director Frazee said that large dogs are not allowed on the property and vacated residents who owe us money are not allowed to spend the night.

Quarry Heights resident Donald Barrett gave Executive Director Frazee a list of concerns from tenants at Quarry Heights. A list of the concerns are:

- Is Quarry Heights a safe environment?
- Cars continue to be parked illegally by the lower level garbage/recycling area
- Property damage to units 36 and 39. Help was not obtained until the water went across the hall.
- Safety factor – last statement on lease is not being enforced. A tenant is in fear of another resident and feels this person is a threat to themselves and others.
- Another resident has constant battles with a neighbor who is loud and unnecessarily stomps on the floor
- Drug dealers are constantly driving in and sometimes park and visit with clients
- Where is the money coming from to pay for evictions?
- Where does the money collected from smoking fines go?
- Someone asked if Jackie fears for her safety or life?
- No one goes outside anymore.

Director Frazee responded that notices are sent to those tenants in violation of the lease. Drug dealers are a police matter and residents should call the police and give them as much information as possible, i.e. license plate number, location, etc. There are anonymous forms residents can submit to the police. The money spent for evictions and received for smoking fines come in and out of the operating fund. Director Frazee stated she does not fear for her safety or life; should she? Director Frazee asked if she worked in the office at Quarry Heights, would it make a difference? Betty S. stated "yes" because nothing will happen while she is there.

Quarry Heights resident, Theresa E stated she called the police when she heard people arguing outside and saw a resident driving a car, pin in another car at Quarry Heights. She does not know their names, but one of them lives in unit 55. Director Frazee requested a written statement regarding this matter from Theresa E.

Quarry Heights resident Mary O. stated people should not be calling the office with childish complaints. Residents need to be calm. The office staff are not psychiatrists or licensed psychologists.

Quarry Heights resident D. Barrett stated residents are parking in front of the building.

Quarry Heights resident Janet Barrett stated there used to be a time limit for parking in front of the buildings.

TREASURER'S REPORT:

Approval of April 2017 Operating Expenses and May 2017 HAP payments to landlords

The operating expenses for the month of April 2017 and May 2017 HAP payments to landlords were presented to the Board for approval and payment. It was moved by Commissioner Giuliano and seconded by Vice Chairperson White to pay the May 2017 HAP payments and operating expenses submitted for the month of April 2017 as follows:

Master Account	\$54,414.04
Quarry Heights	\$ 0.00
Chatham Court	\$ 0.00
CFP	\$ 0.00
Section 8 – HAP	\$62,468.24

The motion carried unanimously. Commissioner Giuliano questioned the difference between the water bills at Chatham Court and Quarry Heights. He requested copies of each bill.

TAR status – Chatham Court and Quarry Heights – The board reviewed the monthly reports.

Review of April 2017 financial reports-prepared by Janet S. Wortman, CPA: The board reviewed the financial reports for the period ending April 30, 2017.

COMMUNICATIONS/CORRESPONDENCE: A letter was received on May 8, 2017 from Jonathan Perkins, injury lawyers regarding a Notice of Intention to Make Claim/Commence Action for Physical Injuries. Donna Russak fell on or about April 7, 2017 while walking from the

parking lot to the sidewalk. The light post was out and the curb was not painted. Bish Electric could not repair the light post until spring as the pole was hit during the first snowstorm we received this year. Town officials were questioned as to whether or not painting of the curb was necessary. The answer was “no”.

EXECUTIVE DIRECTOR’S REPORT

Chatham Court and Quarry Heights & Section 8

Resident Commissioner – Postcards will be mailed shortly.

Copier proposals – Tabled. Need more information. We would like to try one out before purchasing.

Phone System proposals – Tabled.

Budget amendment review/approval – Tabled. An error was found in one of the maintenance employee’s salary. Janet Wortman will be contacted to edit the budget. A special meeting will be held to discuss the budget.

Chatham Court and Quarry Heights

Chatham Court Status

April 2017 Vacancies – 0 – 100% occupancy.

Gauthier vs. PHA/CATALES – No new correspondence has been received.

ServPro letter – No response from ServPro.

Quarry Heights Status

April 2017 Vacancies – 3 – 95.71% occupancy. We are having difficulty filling the vacant units. We have 18 applicants, but only 1 applicant has enough income to rent a unit. The remaining 17 applicants will be placed on the Section 8 Project Based (PBV) waiting list due to very low income. The PBV units are the only units with rental assistance. A handicapped unit that is also a project based unit is vacant. We have one pending applicant who lives in South Carolina who needs a handicapped unit. The unit will be given to the next eligible applicant if the handicapped applicant is ineligible.

Grant/SRAP – The contractor has applied for a permit with the town. This usually takes thirty days.

Section 8 Status

Numbers of Vouchers – There was one family searching for a unit on April 1, 2017.

Number of leased units – There were eighty (80) leased units on May 1, 2017.

NEW BUSINESS: - The old snow plow will be taken off and sold in the fall.

OLD BUSINESS:

Executive Director Search

The advertisement was posted on *Indeed*, an internet-based system for employment ads. Many resumes have been received with little having the right credentials for the job. Vice Chairperson White would like to schedule a meeting soon to begin the search for a new director.

ELECTION OF OFFICERS - Resolution 17-5-1

Whereas, the Commissioners presented their ballots to be tallied;
Whereas by majority vote, the following was the slate of officers:

Chairperson	Dawn Wadding
Vice Chairperson	A. Thomas White
Treasurer	Michael J. Giuliano

A motion to close nominations, accept, and approve the slate of officers was made by Commissioner Giuliano and seconded by Vice Chairperson White. Upon roll call, the “Ayes” and “Nays” were as follows:

<u>Ayes</u>	<u>Nays</u>
Michael J. Giuliano	None
Dawn Wadding	
A. Thomas White	

Chairperson Wadding declared the motion passed unanimously and the resolution adopted.

ADJOURNMENT: Commissioner Giuliano motioned to adjourn at 9:58 a.m. and Vice Chairperson White seconded the motion. Motion was unanimously approved and accepted.

Approved by:

Respectfully submitted

Dawn Wadding
Chairperson

Jacqueline Frazee
Executive Director