

Chairperson Wadding called the Special Meeting of the Portland Housing Authority to order on Wednesday, Wednesday, April 26, 2017 at 9:38 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 March 22, 2017: A motion was made by Vice Chairperson White and seconded by Commissioner Giuliano to approve the Special Meeting Minutes of March 22, 2017. It was noted that the date on the agenda for the meeting was incorrect. The motioned passed unanimously as amended.

INVESTMENT STATUS \$120,000 –Interest earned for the month ending March 31, 2017 was \$65.45. The balance is now \$120,698.34. The rate is .06%.

PUBLIC OPINION: - Quarry Heights resident Donald Barrett gave to Executive Director Frazee a list of concerns from tenants at Quarry Heights. The first one was regarding the old and missing pieces of fence. Director Frazee stated a new fence would be installed by the contractor, but it may not be the first work to be completed. The next concern was regarding residents having a bus to go shopping on the first Friday of the month. They would need at least six people to sign up and Mary Flood would provide the transportation. The next concern was getting enough people together to go on a beach outing. Director Frazee instructed Mr. Barrett to talk with Mary Flood regarding the shopping and beach trips. Residents complained to Mr. Barrett regarding no notice being given last year when the fire alarms were tested. Director Frazee stated the only time a 48 hour notice is not given is when it is an emergency. Mr. Barrett had information from a legal encyclopedia given to him by another resident concerning palliative use of marijuana. The article stated medical marijuana is legal in CT. Director Frazee stated if someone lives at Quarry Heights and has a prescription for medical marijuana the marijuana must be in edible form. It cannot be smoked. Medical marijuana is not allowed on federal property. No landlord may refuse to rent to an applicant because of the use of medical marijuana.

Quarry Heights resident Cynthia F inquired about the speed limit at Quarry Heights. Cynthia stated she approached someone and was told no speed limit is posted. Director Frazee stated signs will be posted after the construction is completed. Cynthia F. further stated residents of 14 Commerce Street are trespassing. They have a five year old who rides a motorized vehicle unsupervised. The parents confronted Cynthia F. and became belligerent. They rode through Quarry Heights on skate boards. Director Frazee stated we do not give permission for people to drive, bicycle, skateboard, etc. through Quarry Heights. Signs are posted stating our property is private. Director Frazee suggested she contact First Selectwoman S. Bransfield.

Quarry Heights resident Betty S. stated the stop sign was not put back up after the sidewalk was completed.

Quarry Heights resident Sue G. was concerned about a Commissioner being able to fluently speak loudly to everyone and the ability to hear, speak, and understand. Director Frazee stated there are no Commissioners on the board who have a speech or hearing problem. Donald B is acting as a liaison for the Quarry Heights residents. Cynthia F asked if postcards could be mailed out again to Quarry Heights residents and if more than one person is nominated will an election will be held.

TREASURER'S REPORT:

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

The operating expenses for the month of March 2017 and April 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 April 2017 HAP payments and operating expenses submitted for the month of March 2017 as follows:

Master Account	\$114,147.16
Quarry Heights	\$ 0.00
Chatham Court	\$ 0.00
CFP	\$ 0.00
Section 8 – HAP	\$62,719.24

The motion carried unanimously.

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

Review of March 2017 financial reports-prepared by Janet S. Wortman, CPA: The board reviewed the financial reports for the period ending March 31, 2017.

COMMUNICATIONS/CORRESPONDENCE: At a recent Board of Selectman’s meeting at the Town or Portland it was approved to reimburse the Portland Housing Authority for water damages in units at Quarry Heights after the main water line was turned back on by the town. We will be reimbursed \$958.66.

EXECUTIVE DIRECTOR’S REPORT

Chatham Court and Quarry Heights & Section 8

Homeless preference – applicants – Currently we have no preference for homeless individuals in any of our three programs. Director Frazee stated the federal definition of homeless is an individual or family who lacks a fixed, regular, and adequate nighttime residence meaning:

- a. An individual or family with a primary nighttime residence that is a public or private place not designed for or ordinarily used as a regular sleeping accommodation for human beings, including a car, park, abandoned building, bus or train station, airport, or camping ground;
or

- b. An individual or family living in a supervised publicly or privately operated shelter designated to provide temporary living arrangements (including congregate shelters, transitional housing, and hotels and motels paid for by charitable organizations or by federal, state, or local government programs for low-income individuals); or

We would also like to incorporate a Domestic Violence preference. The federal definition for Domestic Violence is any individual or family who:

- a. Is fleeing, or is attempting to flee, domestic violence, dating violence, sexual assault, stalking, or other dangerous or life-threatening conditions that relate to violence against the individual or a family member, including a child, that has either taken place within the individual's or family's primary nighttime residence or has made the individual or family afraid to return to their primary nighttime residence; and
- b. Has no other residence; and
- c. Lacks the resources or support networks, e.g., family, friends, and faith-based or other social networks, to obtain other permanent housing

A motion was made by Chairperson White and seconded by Commissioner Giuliano to add a homeless preference and Domestic Violence preference effective immediately for all three programs. The motion passed unanimously.

Resident Commissioner – Discussed earlier.

Copier proposals – Tabled.

Phone System proposals – Tabled.

Fee accountant proposals – One proposal was received from our current Fee Accountant, Janet Wortman for an annual cost of \$16,320 for the next two years beginning April 1, 2017 and ending March 31, 2019. A motion was made by Chairperson White and seconded by Commissioner Giuliano to approve the proposal from Janet Wortman, LLC. The motion passed unanimously.

Auditor proposals – Two proposals were received for conducting the audit for year ending 3/31/17 and 3/31/18. Maletta & Company proposed \$7,250 for the first year and \$7,375 for the second year. Guyder Hurley, P.C. proposed \$9,060 for both years. A motion was made by Chairperson White and seconded by Commissioner Giuliano to approve the proposal from Maletta & Company at an annual cost of \$7,250. The motion passed unanimously.

Chatham Court and Quarry Heights

Landscaping proposals – Vice Chairperson White made a motion to approve the proposal from Brother's Maintenance and Landscaping LLC. at a cost of \$7,755.00. Commissioner Giuliano seconded the motion.

Chatham Court Status

March 2017 Vacancies – 1 – 97.92% occupancy.

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

ServPro letter – Servpro responded to our letter dated March 20, 2017 by stating the mold was preexisting. They stated this issue was brought to the attention of the maintenance director and were told not to do any demo at the time. They were under the impression that maintenance or someone else would be taking out the sheetrock that was wet. They did state they can offer no excuse as to not showing up after we called them complaining of an odor in the unit. They are willing to discount the invoice by \$600.00. Director Frazee responded with another letter dated April 11, 2017 stating no one from ServPro told a maintenance director there was black mold and that we are not satisfied with a \$600 reduction in the cost.

Quarry Heights Status

March 2017 Vacancies – 0 – 100% occupancy.

Grant/SRAP – A contract was signed with BRD Builders. Director Frazee attended a pre-construction meeting at Connecticut Housing Finance Authority. No permit has been issued and it usually takes thirty days. Work will begin in June or July with little space for trailers. The work must be completed 270 days from the date the contract was signed.

The owner of the Wedding Shop called again demanding to know when our fence will be erected. Our understanding is the fence will be installed after the parking lot work is completed. Director Frazee asked her to have the property owner call us. Possibly he/she could install a fence if he/she chooses to do so.

Lawsuit – We received a letter on April 6, 2017 from PPP&C, P.C regarding C. Ferraro suing the Portland Housing Authority for an injury she received on February 7, 2017. The letter was forwarded to our insurance company.

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 April 1, 2017.

NEW BUSINESS: - None

OLD BUSINESS:

Letter to First Selectwoman re: water main break – Addressed under Correspondence.

Executive Director Search

Three resumes have been received to date. Director Frazee will speak with Janet Wortman now that she is under a contract with us. A panel will need to be established to interview the candidates for the executive director position. Director Frazee said she would like Bruce Tyler to sit in on the panel as well as a colleague from another housing authority. Director Frazee stated the new executive director should begin part-time in August or September.

ADJOURNMENT: Commissioner Giuliano motioned to adjourn at 11:16 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