

Chairperson Wadding called the Special Meeting of the Portland Housing Authority to order on Wednesday, March 22, 2017 at 9:18 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 A. Franklin

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

APPROVAL OF THE REGULAR MEETING February 15, 2017: A motion was made by Vice Chairperson White and seconded by Commissioner Giuliano to approve the Regular Meeting Minutes of February 15, 2017. The motioned passed unanimously.

APPROVAL OF THE SPECIAL MEETING February 28, 2017: A motion was made by Vice Chairperson White and seconded by Commissioner Giuliano to approve the Special Meeting Minutes of February 28, 2017. The motioned passed unanimously.

INVESTMENT STATUS \$120,000 –Interest earned for the month ending February 28, 2017 was \$55.52. The balance is now \$120,632.89. The rate is .06%.

PUBLIC OPINION: - Quarry Heights resident Debra W. stated she was misquoted in one of the meeting minutes from last year regarding an anonymous complaint the PHA received pertaining to the No Smoking policy. She could not remember the date of the meeting. She also stated she was not in attendance for the meeting in which the policy was approved and said no notice was sent to the residents. She does not think it is fair there will be no smoking inside the units or on the grounds come January 2018. Furthermore, no notice existed stating only one licensed driver in each household could park in their numbered spot. The other licensed driver would have to park in a visitor's space. Chairperson Wadding stated a copy of the resolution will be sent to all Quarry Heights and Chatham Court residents. A copy of any Housing Authority who has an open waiting list and allows smoking will be posted on the Quarry Heights bulletin board.

Quarry Heights resident Cynthia F inquired about the progress of voting on a new tenant commissioner. Director Frazee stated by federal law we are required to have a federal tenant and a federal tenant has expressed interest. We would however be interested in having Quarry Heights resident Donald Barrett speak on resident matters each month at the meeting. Cynthia inquired as to when the renovation would begin. No building permit has been obtained for the renovation work. Cynthia further stated she received a notice regarding no parking in the visitor spaces during a snow storm. Another concern of hers is the difficulty getting in and out of Commerce Street because of the cars parked along the side of the street. She was instructed to call the First Selectwoman as Commerce Street is not part of Quarry Heights. Director Frazee stated the beeper is to be called for emergencies only. Someone has been calling during the day for matters that are not emergencies.

TREASURER'S REPORT:

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

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

Master Account	\$72,493.44
Quarry Heights	\$ 0.00
Chatham Court	\$ 0.00
CFP	\$ 0.00
Section 8 – HAP	\$68,038.24

The motion carried unanimously.

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

Review of February 2017 financial reports-prepared by Janet S. Wortman, CPA: The board reviewed the financial reports for the period ending February 28, 2017.

COMMUNICATIONS/CORRESPONDENCE: A letter from the town was received regarding medical and dental insurance. After reviewing proposals they received our insurance carrier will be Cigna for both medical and dental insurance effective July 1, 2017. The savings to the town will be \$275,000.00. Vice Chairperson White asked if the employees vote on the change. Director Frazee replied that the employees do not vote on it and we are not union employees.

EXECUTIVE DIRECTOR’S REPORT

Chatham Court and Quarry Heights & Section 8

Resident Commissioner – Discussed earlier.

Chatham Court and Quarry Heights

New snowplow for truck – Received one estimate from Jukonski for a Boss plow for \$6550.00. Add an additional \$500.00 for stainless steel plow. We will get another bid from Cromwell Automotive. We do not want to drive to Hartford for service, we prefer to keep it as local as possible. Commissioner Giuliano made a motion to approve spending up to \$7,000 for a plow before March 31, 2017. Vice Chairperson White seconded the motion.

Chatham Court Status

February 2017 Vacancies – 1 – 97.92% occupancy.

Gauthier vs. PHA/CATALES – Talking about a settlement. Catales offered a settlement and our attorney is considering making an offer. This may go to trial.

Write-offs 3/31/17 – See **resolution 17-3-1** approving the write offs for Chatham Court for a total of \$9,571.12 for year ending 3/31/17.

Quarry Heights Status

February 2017 Vacancies – 0 – 100% occupancy.

Grant/SRAP – Portland’s Fire Marshal has items that need to be done. Taking issue to State Fire Marshal.

Write offs 3/31/17 – See **resolution 17-3-1** approving the write-offs for Quarry Heights for a total of \$3,371.46 for year ending 3/31/17.

Section 8 Status

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

Number of leased units – There were seventy-nine (79) leased units on March 1, 2017.

NEW BUSINESS: - None

OLD BUSINESS:

Letter to First Selectwoman re: water main break – No response has been received from the town.

Executive Director Search

Salary comparability study was received. Copies were given to Commissioners. Study is based on size of Housing Authority. Our Fee Accountant feels we are financially sound to pay the recommended salary for the Director. The Maintenance Supervisor salary was not discussed with the accountant at the time. Salary would be based on experience and if health insurance is required. Commissioner Giuliano recommends we pay \$72,800 (\$35 per hour) for the Maintenance Supervisor. The study recommends that an Executive Director of a housing authority our size would receive between \$76,800 to \$112,527 and the Maintenance Supervisor \$50,656 to \$65,283.

ADJOURNMENT: Commissioner Giuliano motioned to adjourn at 10:54 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