

Chairperson Wadding called the Regular Meeting of the Portland Housing Authority to order on Wednesday, December 19, 2018 at 8:45 a.m. at the Payne-Chester Community Center, 11 Riverside Street, Portland, CT.

PRESENT: Chairperson D. Wadding, Vice Chairperson Susan Malecky, Tenant Commissioner, Kathleen Rose

ABSENT: None

STAFF: Marilyn Rivera Executive Director, Dan Rafaniello Staff Accountant, Libby Johnson, Housing Coordinator, Jon Twichell Maintenance Coordinator.

ACCEPTANCE OF THE AGENDA: Vote was unanimously approved and accepted.

APPROVAL OF THE REGULAR MEETING MINUTES – November 28, 2018 Vote was unanimously approved and accepted.

REVIEW of November 2018 FINANCIAL REPORTS-prepared by Janet S. Wortman CPA: Motion was made by Vice Chairperson Malecky to approve and seconded by Tenant Commissioner Rose.

PUBLIC PARTICIPATION:
NONE

FEE ACCOUNTANT: Met with two different potential Fee Accountants. Mr. Sanders, out of Cheshire, CT and Mr. Fenton, out of Massachusetts. Fenton, though out of state, came in at \$10,000 compared to Sanders' \$19,000. Fenton will not charge travel time for his services. Was discovered that Sanders is not certified. Recommendation made to sign a 2-year contract with Fenton. Contract will be drawn up and sent to Flynn Law Group for review. Board approved this motion. **New Accountant approved**

EMPLOYEE PERSONNEL POLICY: Personnel Policy approved as amended

STAFF REPORTS – Treasurer's Report and Executive Director's Report:

Approval of October operating Expense: (November Expenses)

EXECUTIVE REPORT:

Activity Report: 2 unoccupied units at Quarry Heights due to an eviction this last month. Eviction was completed on the 7th and is in processing of being renovated.

Job Descriptions: Working on updating one for each position for Board to review and approve next month

ADJOURNMENT:

The Board of Commissioners and the Executive Director to enter into Executive Session to discuss personnel matters.

Approved by:

Respectfully submitted

A handwritten signature in blue ink, appearing to read "Marilyn Rivera", with a long horizontal flourish extending to the right.

Dawn Wadding
Chairperson

Marilyn Rivera
Executive Director