

HOUSING AUTHORITY OF THE TOWN OF PORTLAND
9 CHATHAM COURT – PORTLAND, CT 06480

Executive Director
The Board of Commissioners

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Board of Commissioners
Dawn Wadding, Chair
Susan Malecky, Vice Chair
Deborah Hallas, Commissioner
Matthew Pegolo, Commissioner

Chair Dawn Wadding called the Regular Meeting of the Portland Housing Authority to order on Monday November 18, 2019 at 5:00 p.m. at the Community Center at 208 Main St. Portland, CT 06480.

PRESENT: Chairperson D. Wadding, Vice Chairperson Susan Malecky, Commissioner, Deborah Hallas.

ABSENT: Commissioner, Matthew Pegolo

STAFF: Susan Nellis Administrative Coordinator, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant, Jon Twichell Maintenance Coordinator.

CALL TO ORDER/ ROLL CALL

APPROVAL OF THE REGULAR MEETING MINUTES – held October 3, 2019

Vote was unanimously approved and accepted.

APPROVAL OF THE REGULAR MEETING MINUTES – held October 21, 2019

Vote was unanimously approved and accepted.

ACCEPTANCE OF THE AGENDA: Vice Chair Malecky called to amend the wording for the Special Meeting Minutes for Nov.4, 2019.

Caroline Murray-Diversity Group

Reported “Come Explore Musical Instruments event on October 19, 2019 held at the Portland High School was a success. Eight children and one mom from the Chatham Court complex joined the event. Twenty-eight musicians helped 35 children try a variety of instruments with 21 adults, including parents and grandparents, all with the help of 22 volunteers. One of the musicians and 7 of the volunteers were high school students. Carolyn Murray gave a short introduction about the Diversity Group’s objectives, members, upcoming events and goals. The group is not affiliated with any religious organizations, political parties, ethnic groups, or any other special interest groups.

REVIEW OF NOVEMBER FINANCIAL REPORTS-prepared by Richard Fenton, CPA:

Vote was unanimously approved and accepted.

PUBLIC PARTICIPATION:

Cynthia Ferraro: Requested a new picnic table and speed limit signs to be placed at Quarry Heights. Informed us that Brother LLC had damaged the siding of her unit building, when they last serviced the property. Suggested that a policy should be put into place regarding second floor exercising equipment.

Para una traduccion en espanol por favor llame a la oficina
The Portland Housing Authority is an Equal Opportunity Affirmative Action Employer



Reported that her entry door buzzer panel apartment numbers of the units have faded, and she would like us to replace it.

COMMUNICATION /CORRESPONDENCE

Thanksgiving Dinner sponsored by Portland Hope Initiative group still scheduled for November 27th, 2019 at Quarry Heights all residents and family are welcome to come by from 6:00 P.M to 8:00 P.M

EXECUTIVE DIRECTOR’S REPORT

Susan Nellis Administrative Coordinator explained the Audit according to Jason Geel, is completed. The Board requested to have him come into the next Board Meeting. Discussed collection accounts for tenants that are no longer with us and current tenants with a pass due balance.

Updated the board on Section 8, as of November 1st, 2019, sixty-four lease ups with Section 8 voucher, seventy are project-based vouchers at Quarry Heights and five families who have ported out, nine eight on the waitlist and two families are out shopping for units with vouchers.

OFFICE REPORT

Carol Diaz updated the board on the waitlist numbers, notices to quit, move outs and move ins.

MAINTENANCE REPORT

Jon Twichell reported on monthly inspections, fall clean up, winter furnace, ITS alarm systems at Quarry Heights, Bed Bug issue, snow equipment and basement clean up.

NEW BUSINESS/OLD BUSINESS

None

EXECUTIVE SESSION-The Board of Commissioners and Susan Nellis to enter Executive Session to discuss personnel matters.

ADJOURNMENT: Chair D. Wadding motioned to adjourn at 8:00 p.m.

Approved by:

Dawn Wadding
Chairperson

