

HOUSING AUTHORITY OF THE TOWN OF PORTLAND

9 CHATHAM COURT – PORTLAND, CT 06480

Acting Executive Director
Board of Commissioners

Phone: (860) 342-1688
Fax: (860) 342-3961
Website www.portlandha.org

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 October 21, 2019 at 5:09 p.m. at the Chatham Court Community Center at 9 Chatham Court Portland, CT 06480.

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

ABSENT: None

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

CALL TO ORDER/ ROLL CALL- All present

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

APPROVAL OF THE REGULAR MEETING MINUTES – held September 23, 2019

Vote was unanimously approved and accepted.

APPROVAL OF THE SPECIAL MEETING MINUTES – held October 3, 2019.

Chair D. Wadding made a motion to table the special meeting minutes for the next board meeting in November 2019.

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

Richard Fenton introduced himself and explained the budget accounting process and the financial statements. Commissioner M. Pegolo suggested a visual graph of the financial statements. Financials approved and accepted Commissioner D. Hallas, seconded by Chair D. Wadding.

PUBLIC PARTICIPATION:

Cynthia Ferraro – Inquired about deadline regarding any issues with the work done during capital fund renovation at Quarry Heights.

Darlene Larson- Inquired why in the decoration policy does it ask for the decorations to be one foot away from the building. She also requested information regarding the proper extension cord needed in order to comply with the policy. Suggested the Board of Commissioner change the community room rental deposit policy of \$75.00 dollars to one without a deposit, like it used to be in the past.

Barry Rogers- He explained that charcoal grills are prohibited, recently he looked at his lease and, in the policy, it stated that gas grills are also prohibited. He would like to know what the final verdict regarding gas grills and charcoal grill is.

Marlin Salcedo- Requested a change in policy regarding the \$10.00 dollar charge for water use, she believes is too high.

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



Communication /Correspondence- HUD letter

A letter was received from HUD stating the need to discuss a potential conflict of interest regarding Dawn Wadding’s positions as Chairperson of the Board of Commissioners, as well as, Acting Executive Director of the Housing Authority. D. Wadding suggested that she step down from Executive Director and asked the Board of Commissioners to take over as a unit.

Approved Thanksgiving Dinner flyer at Quarry Heights, event hosted by The Portland Hope Initiative Group.

Discussed Resident Commissioner election process and presented tenant Barry Rogers as someone who is interested in running for the open Resident Commissioner spot.

OFFICE REPORT:

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

MAINTENANCE REPORT:

John Twitchell reported to the board the heat was turned on earlier than the previous year on October 15, 2019. Updated the board regarding the bathroom renovations and how its helped Chatham Courts water consumption. Proposed an “On Call” compensation. Board suggested a formal written proposal to be submitted to the board for November’s board meeting. Commissioner S. Malecky proposed that after voting for the “On Call “policy next month that the payment compensation be retroactive to today’s date October 21, 2019.

EXECUTIVE DIRECTORS SEARCH PROPOSALS:

Chair D. Wadding discussed the bid process for the search of an executive director. Three agencies were contacted with one proposal received from D/V Mainsail at a contract price of \$5,200. A motion was made and seconded to approve D/V Mainsail’s proposal. The vote was unanimous.

OLD/NEW BUSINESS:

Amended Section IV. Personnel Policy- Benefits for the part time employees are as follows; Part time employees are not eligible for holiday, vacation, sick, bereavement or funeral pay. Effective October 21, 2019.

Approval of Gardening /Outdoor decoration Policy. Motion to approve the policy was unanimously approved and accepted.

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 7:30 p.m.

Approved by:

Dawn Wadding
Chairperson

