

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

Acting Executive Director
Dawn Wadding.

Phone: (860) 342-1688
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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 September 23, 2019 at 5:02 p.m. at the Community Center at 208 Main St. Portland, CT 06480.

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

ABSENT: None

STAFF: Susan Nellis, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant.

CALL TO ORDER/ ROLL CALL

ACCEPTANCE OF THE AGENDA: Commissioner Pegolo called to amend the agenda line 12 and 13 he wanted to reverse the order of them. Vote was unanimously approved and accepted.

APPROVAL OF THE REGULAR MEETING MINUTES – held August 19, 2019.
Vote was unanimously approved and accepted.

APPROVAL OF THE SPECIAL MEETING MINUTES – held August 29, 2019.
Vote was unanimously approved and accepted.

REVIEW OF AUGUST FINANCIAL REPORTS-prepared by Richard Fenton, CPA: Financials approved and accepted Vice Chairperson Malecky, seconded by Commissioner Pegolo

PUBLIC PARTICIPATION:

Susan Gubilee- Requesting an update of the financial status of the grant for the program that she is a participant of.

Deborah Cunningham- Mentioned her stove needed to be replaced along with bedroom lightbulb. Suggested that QH was in need of new appliances.

Darlene Larson- Is concerned that her recertification this week will not be possible due to issues with her service dog. She would also like to see the basketball hoop net replaced. A bench and picnic table to be purchased for the property.

Marlin Salcedo- Requested for a picnic table to be purchased for the property since children are using the high voltage box to sit on. Inquired when making a payment to the Housing Authority whose name should she make the payment out to regardless of the amount.

Carol Culley- Concerned she is the only female in the building with a neighbor who is mentally ill and has attempted to break into her apartment recently, looking for some guidance.

Geraldine Williams- Requested for something to be done regarding the basketball court being so close to vehicles.

Chairperson Dawn Wadding mentioned **TENANT COMMISSIONER REPLACEMENT**. Discussion of what the Tenant Commissioner position entails and suggested it to the public participators if interested.

STAFF ACCOUNTANT REPORTS –:

Commissioner Pegolo likes the new lay out of the staff accountant report. Commissioner Pegolo approved and accepted Staff Accountant Reports second by Vice Chairperson Malecky.

MAINTENANCE REPORT:

John Twitchell updated the Board on Renovation done in CC, work orders along with budget updates regarding renovations. Proposed a garden and lawn décor policy for the Board to approve. Spoke about the activities for the month of October Halloween on Main and The Haunted Trail. On call compensation will be later discussed.

OFFICE REPORT:

Carol Diaz updated that there were no move ins or move out at either property, therefore no vacancies.

Chair Dawn Wadding discussed on the transition process of the Executive Director.

OLD/NEW BUSINESS:

Commissioner D. Hallas mentioned Summer Lunches for the Chatham Court Kids was a success. Park and Recreation will be working with us for next summer.

Chair D. Wadding mentioned some of the towns activities that Chatham Court could be participating such as, Chatham Connection, Halloween on Main, and Haunted Trail Tour for the month of October.

Sue Nellis updated the board on the changes she has made with HUD, CHFA, DOH, due to the ED vacancy. She has obtained quote for ED search and has assisted with gathering information for audit.

The Board of Commissioners requested to meet Richard Fenton, CPA sometime within the next 2 months.

The Audit is still in process and the results should be announce by the next Board Meeting in October.

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

ADJOURMENT: Chair D. Wadding motioned to adjourn at 8:02 p.m

Approved by:

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