

# Housing Authority of the Town of Portland

## 9 Chatham Court, Portland, CT 06480

Ho

### Executive Director

Allen Harrison

Phone: (860) 342-1688

Fax: (860) 342-3961

Website [www.portlandha.org](http://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 February 10, 2020 at 5:05 p.m. at the Quarry Heights, Community Center.

### **1. CALL TO ORDER/ ROLL CALL**

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

**STAFF:** Allen Harrison Executive Director, Susan Nellis Administrative Coordinator, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant, Jon Twichell Maintenance Coordinator.

**ABSENT:** None

### **2. ACCEPTANCE OF THE AGENDA**

Vote was unanimously approved and accepted.

### **3. APPROVAL OF THE REGULAR MEETING MINUTES – held January 13, 2020**

Vote was unanimously approved and accepted.

### **4. APPROVAL OF THE SPECIAL MEETING MINUTES – held January 10, 2020**

Vote was unanimously approved and accepted.

### **5. REVIEW AND TAKE ACTION ON DECEMBER and JANUARY 2020 FINANCIAL REPORTS- Prepared by Richard Fenton, CPA.**

Commissioner Pegolo inquired if there was a 2019 Holiday staff party and if the credit card bills can be paid in full before we accrue interest charges.

Motion was made by Commissioner M. Pegolo to amend the agenda and it was second by Commissioner D. Hallas to approve December and Januarys Financial Reports prepared by Richard Fenton, CPA.

### **6. REVIEW AND TAKE ACTION ON 2020-2021 BUDGET, PREPARED BY RICHARD FENTON, CPA RESOLUTION NUMBER 20-2-1 FEDERAL, RESOLUTION NUMBER 20-2-2 STATE MANAGEMENT PLAN.**

Dan explained the revenue figures for Chatham Court and Quarry Heights are what we are budgeting based on rental income for the month times twelve. We did not have rental increases so not much has changed. 6310.1 line on the budget sheet RSC DOH Grants only was on the wrong line item. It was moved up so that money was placed in the Office salaries line, because there is not grant and is money budgeted for the service coordinator at Quarry Heights. Richard Fenton is estimating a budget of 164,571 for 2021. A 3% pay raise was budgeted for the staff. A new work truck and a part time 20-hour position for maintenance was also budgeted as well.

Chairperson D. Wadding was concerned regarding the budget allocated for legal. Dan Rafaniello staff accountant made her aware \$12,000 was budgeted for legal.

**RESOLUTION 20-2-1- (Attached) Read by Chair D Wadding:**

It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to approve the Resolution. Vote was unanimously approved and accepted.

**RESOLUTION 20-2-2 (Attached) Read by Chair D Wadding:**

It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to approve the Resolution. Vote was unanimously approved and accepted.

**7.Public Participation**

Cynthia Ferraro complimented the Executive Director on the great job he is doing. She is concerned regarding the mobility aspect of the elderly residents in her quad. In the last board meeting it was suggested to utilize money to improve the properties, with that said she suggested her kitchen could use some remodeling/ upgrading.

Betty Smedick brought her concerns regarding the amount being charged by the PHA to use the community room. She also asked when the issues with building doors would be fixed.

**8.Communications/Correspondence-**

Jennifer from HUD requested evidence in the form of a check or copy of general ledger showing the funds from the inner program transaction have been return to the HCV program.

**9. Executive Director's Report**

Sue Nellis will be staying for 19 hours a week starting April 1, 2020.

Mailing was done to encourage landlords to list their vacant units for Section 8 participants.

Tenant Commissioner election vacancy notice will be mailed out Friday 14, 2020.

**10.New Business/Old Business**

Commissioner M. Pegolo suggested moving Public Participation to the top of the agenda right after the approval of the agenda.

**11.Adjournment**

Chair D. Wadding motioned to adjourn at 6:54 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

*Allen Harrison*

Allen Harrison

Executive Director

Para una traduccion en espanol por favor llame a la oficina (860) 342-1688  
The Portland Housing Authority is an Equal opportunity Affirmative Action Employe