

Housing Authority of the Town of Portland

9 Chatham Court, Portland, CT 064809

Executive Director
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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 March 16, 2020 at 5:15 p.m. at the Chatham Court, 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.

ABSENT: None

2.ACCEPTANCE OF THE AGENDA

Commissioner S. Malecky made a motion to add Executive Session to the agenda, seconded by D. Hallas to Vote was unanimously approved and accepted.

3.Public Participation

Cynthia Ferraro complimented the Executive Director on the great job he is doing with the election. She is concerned regarding the mental health of some of the residents who are suffering due to the confinement at Quarry Heights due to the Covid -19 virus. She suggested to bring back the support groups that Lauren Incognito had while she was resident coordinator, they were helpful to some residents. Allen Harrison suggested 211 for direction on who to contact regarding mental health issues.

4.APPROVAL OF THE REGULAR MEETING MINUTES – held February 10, 2020

D. Hallas made a motion to approve the regular meeting minutes, seconded by Commissioner M. Pegolo. Vote was unanimously approved and accepted.

5.REVIEW AND TAKE ACTION ON FEBRUARY 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

Chair D. Wadding inquired line 4230 Tenant Services and Contract Costs. Susan Nellis suggested it may be the contract for painting the community center at Chatham Court. Reassured her we would investigate it and confirm line 4230.

Motion was made by Commissioner D. Hallas to approve February 2020 Financials and it was seconded by Commissioner M. Pegolo.

6. REVIEW AND TAKE ACTION ON WRITE -OFFS for FYE 2020 for Chatham Court & Quarry Heights/ Resolution number 20-3-1 FEDERAL, RESOLUTION NUMBER 20-3-1 STATE MANAGEMENT PLAN.

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

Resolution 20-3-1 (Attached) Read by Chair D. Wadding

It was moved by Commissioner D. Hallas and seconded by Vice Chair S. Malecky to adopt the above resolution as introduced and read.

Chair D. Wadding declared the motion passed unanimously and the resolution adopted.

There being no further discussion.

Vote Y: 4, Abstention 0 (Chair D. Wadding) Motion Carried

7. Communications/Correspondence-

None

8. Executive Director's Report- Chatham Court, Quarry Heights and Section 8

Susan Nellis reported tenant account receivables for the end of February for Chatham Court active tenant balance was \$636.54 which was paid the first week of March. Move out where 9, 925.74.

Quarry Heights active tenants balance was a credit of \$1,361.74 with a delinquent balance of \$1081.00 which was paid the first week of March. Move outs a balance of \$ 1,886.54. Section 8 for March, regular voucher leased up 62, Project Based Vouchers 17 and 4 families who ported out their vouchers for a total of 83 vouchers leased up and 1 outstanding voucher left.

Allen Harrison reported on the Meet and Greet at the HUD office, Lead the Way training for Commissioners/staff, Summer Lunch Program planning, Food Bank, School Lunches for the kids, Covid-19 virus information from HUD headquarters and the Election for Tenant Commissioner. Maintenance has been doing their best to keep areas of the properties clean. Jon has been working on the energy service contract to upgrade and maintain the utilities cost down. We also spoken to him on his level of comfortability regarding work orders and potential inspections because of the Covid- 19 virus.

Carol Diaz reported on the ongoing purge being done on the waitlist, vacancies and the Election for Tenant Commissioner.

9. New Business/Old Business

Resident Commissioner election- The meet and greet was held at both properties on March 13, 2020. Four candidates nominated themselves and a new Tenant Commissioner will be announced the first week of April.

Part time the maintenance position- Advertisement has been posted in the Rivereast News Bulletin, Glastonbury Citizen, Portlandha.org and CONN NAHRO.

10. Executive Session

The board of Commissioners invited Susan Nellis to attend the Executive Session. At 6:00 p.m. a motion was made by Vice Chair Malecky to end the Regular Meeting and enter Executive Session. The motion was unanimously approved and accepted by all board members. Legal matters were discussed.

11. Adjournment

Chair D. Wadding motioned to adjourn at 6:30 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

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Executive Director