

Housing Authority of the Town of Portland

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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 Special Meeting of the Portland Housing Authority to order on Monday April 20, 2020 at 11:05 a.m. virtually, through GoToMeeting for Public Access.

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, Carol Diaz Administrative Housing Assistant, Jon Twichell Maintenance Coordinator and Richard Fenton Financial CPA

ABSENT: Dan Rafaniello Staff Accountant

2.ACCEPTANCE OF THE AGENDA

Commissioner S. Malecky made a motion to approve, seconded by D. Hallas. Vote was unanimously approved and accepted.

3.Public Participation

Janet Barret mentioned her concern regarding face mask therefore she contacted St. Mary Church in Portland to see if they could donate face mask to the Quarry Heights Property.

Cynthia Ferraro had no concerns and hopes everyone is in good health.

4.APPROVAL OF THE REGULAR MEETING MINUTES – held March 16, 2020

Commissioner S. Malecky brought back up her concern regarding line 4230 Tenant Services and Contract Costs. Susan Nellis reported line 4230 was for air conditioner contracting cost.

Commissioner S. Malecky 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 March 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

Richard Fenton reported that overall, the agency is in good financial shape and hopefully the budget that we have prepared for next year is better fitting, then the current years budget seemed to have been. Part of it was the terms of transition of staff, some additional help was hired during the interim period. Overran on some materials and contracts cost for units and we have been working on fixing that.

Commissioner M. Pegolo raised his concern regarding the high doubled over budget water bill line in the financial packet. With the knowledge of the upgrades the PHA has done to the property such as high

efficiency toilets and new vanities he hopes to see the difference in coming months or if this is evidence of a greater problem such as a water leak underground that we are not aware of.

Jon Twichell Maintenance Coordinator expressed that the upgrade was not done until the end of the year and during that time we received an increase on the rate of the water. He reported the town will also have a new 2 phase part increase for July 2020. The water is billed quarterly, and we will keep track of it, sometimes the prior year's bill ends up in the new year's payment cycle.

Susan Nellis reported vouchers will be given out for May 1st, to help the section 8 program.

Commissioner S. Malecky made a motion to approve, seconded by Commissioner M. Pegolo
Vote was unanimously approved and accepted.

6. Communications/Correspondence-

None

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

Office Report- Carol Diaz reported numbers decreased of applicants due to Purge of the Waitlist done in March and April. Future thoughts on opening the waiting list. No vacant units and no new move ins. Currently the PHA are not processing any late payments or notice to quit notices due to the virus.

Maintenance Report- Jon Twichell reported all community rooms continue to stay closed, the office and laundry rooms continue to get to disinfected. The PHA is only responding to emergency only work orders.

8. New Business/Old Business

Covid 19 Virus- Allen Harrison updated the board on how HUD has provided guidance on how to handle day to day activities during the virus and new guidance regarding blanket waivers on inspections, recertifications, audits all those things were given extra time due to the virus. SEMAP score will be modified by May 21, 2020.

Resident Commissioner election- Allen reported there is a tie between Cynthia Ferraro and Jasmin Nunez. A second election between these two ladies will be done for the coming months.

Part time the Maintenance Position- Advertisement has been posted in the Rivereast News Bulletin, Glastonbury Citizen, Portlandha.org and CONN NAHRO. At this time due to the virus we are not hiring but once the PHA opens back up we will continue posting for this position.

Summer Lunch Program- The Board of Education will continue to supply and drop off the lunches for the kids in the property. Hopefully by May 20th, 2020 we will have a better idea if the schools are closed for the rest of the year and if they will continue to provide the lunches throughout the summer. Backup plan is in place if the Board of Education decides they are unable to provide the lunches for the summertime program.

9. Adjournment

Chair D. Wadding motioned to adjourn at 12:00 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

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