

# Housing Authority of the Town of Portland

## 9 Chatham Court, Portland, CT 064809

Executive Director  
Allen Harrison

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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 June 15, 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 Dan Rafaniello Staff accountant.

**ABSENT:** NONE

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

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

### **3. Public Participation**

Cynthia Ferraro reported that on June 3<sup>rd</sup> a tree limb came down near the picnic table behind building 7. She suggested we may want to move it away from the tree or just remove the table since none one is using it due to fear of another limb falling. She is also concerned about residents who are refusing to follow criteria for reducing the spread of COVID 19 virus. The next item she explained it should be addressed to the town instead of the PHA. It has to do with the increased difficulty entering and exiting the property at both entrances because of the increased traffic due to bridge repair. She explained she has been approached by a couple of residents who are interested, in finding out if the PHA would entertain the idea of washers and dryers installed in their apartments at the cost of the tenant.

No other members of the public decided to participate.

### **4. APPROVAL OF THE SPECIAL MEETING MINUTES – held May 18, 2020**

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

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

Dan Rafaniello explained administrative salaries for the HCV program were over the budget due to Sue Nellis working full time hours. Money was re- allocated for her salary for April and May to other areas of the budget which we will do in June and it will reflect in that's months statement. If there was any confusion with the April's list of invoices regarding All Waste Inc., that account is direct debit which means payment is set up automatically every month. Allen Harrison was not aware of the account set up because of the fixed

cost every month and they made a check out for payment. In Mays report Payment for Radon gas sampling for QH line 4589 for \$3, 120.00, that will be reimbursed by the grant that we have.

Commissioner M. Pegolo inquired if the new truck is included in the assets under furnishes equipment and admin. machines for either April or May statement? And if not, where is it listed? Was the truck paid in full or is there payments being made monthly?

Dan Rafaniello responded, he would investigate it some more, but the truck most definitely would be capitalized, and it would depreciate over time.

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

#### **6. Communications/Correspondence-**

Allen Harrison mentioned SEMAP score letter was received for high performer.

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

**Office Report:** Sue Nellis reported Tar's ending numbers for the month of April 30<sup>th</sup> for 2020.

CC-active tenants balance: (\$332.10) QH-active tenants balance: (\$972.23)

CC-move out balance: \$3,681.69 QH-move out balance: (\$134.00)

HCV Lease units for May 1, 2020. Regular Housing Voucher leased 65, Project Based Voucher leased 16, Ported out vouchers 4, Total Leased Voucher 85 and 1 outstanding voucher.

Carol Diaz reported that there is one vacant unit which we are using for medical transfer for one of current tenants that is on a second floor. No notice to quits to report.

#### **Maintenance Report:**

Jon Twichell reported the PHA has scheduled and caught up with Annual Inspection for QH and CC. SAV- MOR performed spring maintenance on indoor air conditioners units in June.

QH- Community rooms will reopen on June 17, 2020. As we are now entering phase 2 guidelines, residents and staff are still required to wear a mask when in the community room. While outdoors we are recommending to still wear a mask when unable to social distance. The community room is open for daily use only, not rental use. The PHA will allow up to 25 percent capacity (12 people) at a time in the community room based on phase 2 guidelines.

#### **8. New Business/Old Business**

John Twichell reported Eversource lighting upgrades, 140 lighting fixtures that will be done at CC and 443 fixtures at QH. Front and back outdoor lighting. Eversource came out to do a demo of what they would be installing to see if all the wires are compatible.

#### **RESOLUTION 20-6-1- (Attached) Read by Chair D Wadding:**

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

#### **9. Election of Officers- Resolution 20-6-2**

#### **RESOLUTION 20-6-2- (Attached) Read by Chair D Wadding:**

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

#### **10. Adjournment**

Chair D. Wadding motioned to adjourn at 11:55 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

*Allen Harrison*

Allen Harrison

Executive Director

**RESOLUTION 20-6-1**

**WHEREAS**, the Commissioners of the Portland Housing Authority have reviewed the bid amounts for the Energy savings lighting upgrades for Portland Housing Authority (Chatham Court & Quarry Heights) in Portland CT. These incentives are offered under the Multifamily Initiative through Eversource.

Base bid as follows:

Eversource: Total Estimated Installed Cost	\$47,643.42
Total Estimated Incentive for this measure	\$36,482.56
PHA Estimated Cost for project	\$11,160.86

**BE IT THEREFORE RESOLVED** that the Commissioners approve the bid of Eversource, PO Box 270, Hartford, CT 06141 in the amount of \$11,160.86

**FURTHERMORE**, that Executive Director Allen Harrison and/or Chairperson Dawn Wadding are hereby authorized to enter into an Agreement with Eversource.

It was moved by Vice Chair Susan Malecky and seconded by Commissioner Commissioner Deborah Hallas to adopt the above Resolution as introduced and read. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes

Nays

Commissioner Dawn Wadding declared the motion passed unanimously and the resolution adopted.

Date: 6.15.2020

## Resolution 20-6-2

### ELECTION OF OFFICERS

Whereas, by virtual (GoToMeeting) the Commissioners cast their votes to be tallied;

Whereas by majority vote, the following was the slate of officers:

Chairperson	<u>Dawn Wadding</u>
Vice Chairperson	<u>Susan Malecky</u>
Treasurer	<u>Matthew Pegolo</u>
Secretary	<u>Deborah Hallas</u>

A motion to close nominations, accept, and approve the slate of officers was made by Commissioner Wadding and seconded by Commissioner Deborah Hallas.

Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes

Dawn Wadding  
Susan Malecky  
Matthew Pegolo  
Deborah Hallas

Nays

None

Commissioner Dawn Wadding declared the motion passed unanimously and the resolution adopted.

Date 6.15.2020