

Housing Authority of the Town of Portland

9 Chatham Court, Portland, CT 06480

Executive Director
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Board of Commissioners
Dawn Wadding, Chair
Susan Malecky, Vice Chair
Deborah Hallas, Secretary
Matthew Pegolo, Treasurer
Jasmin Nunez, Tenant Commissioner

Chair Dawn Wadding called the Special Meeting of the Portland Housing Authority to order on Monday July 20, 2020 at 11:00 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, Commissioner Jasmin Nunez.

STAFF: Allen Harrison Executive Director, Susan Nellis Administrative Coordinator, Jon Twichell Maintenance Coordinator and Dan Rafaniello Staff accountant.

ABSENT: Carol Diaz Administrative Housing Assistant

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

Cynthia Ferraro congratulated Jasmin Nunez on winning the election for Tenant Commissioner.

No other members of the public decided to participate.

4. APPROVAL OF THE SPECIAL MEETING MINUTES – held June 15, 2020

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

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

Commissioner D. Hallas inquired about the HCV report, the HAP income (deficit) line of (\$10,269.00). She wanted to know what that number meant.

Dan Rafaniello Staff accountant responded, he would investigate it some more and get back to her. He informed the board of members that in June the PHA also paid for the months of April and May towards the retirement contribution. That is why it shows a \$7,000 payment made in June and right below a second payment for the actual payment for the month of June.

Commissioner M. Pegolo last month inquired about the maintenance van purchased. The dealership was contacted and the invoice for the maintenance van purchased was paid. It is on the Revolving Fund report listed as Gengras Ford payment of \$25,126.90.

6. Communications/Correspondence-

Chair D. Wadding announced that the Portland Town Park is currently open

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 July 30th for 2020.

CC-active tenants balance: \$ 81.90 QH-active tenants balance: (\$2,471.23)

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

HCV Lease units for July 1, 2020. Regular Housing Voucher leased 65, Project Based Voucher leased 17, Ported out vouchers 4, Total Leased Voucher 86 and 4 outstanding vouchers.

Carol Diaz reported for the month of July we transferred a current tenant who lived in the second floor to a first-floor unit at Quarry Heights. New move in was done on July 17, 2020 for Quarry Heights. No move ins or outs for Chatham Court. One Kapa notice was served due to domestic dispute issue between a guest and tenant at Chatham Court. At this time, we are unable to serve notices to quit until August 31, 2020.

Notice for Renters Rebate was mailed out on Tuesday July 14, 2020. The Zion Lutheran Church provides us with bread twice a week for both Chatham Court and Quarry Heights. The Portland Food pantry is still delivering twice a month to both properties. The Board of Ed continue to provide lunches for the children of Chatham Court. Notices were distributed at Chatham Court along with menus of the meal plans the Board of Ed is providing for the summertime lunch program.

Maintenance Report:

John Twichell reported starting on Tuesday July 17, 2020 through Friday July 24, 2020, Wattsaver in association with Eversource and Portland Housing Authority will begin replacing exterior door entry lighting. Wednesday July 22, 2020 the PHA will be taking inventory on the apartments lighting and model number of the tenant's refrigerator.

8. New Business/Old Business

Allen Harrison updated the board on the Requested for Proposal for a on call Architectural services, 16 proposals were received, two of which came in late and will not be considered. We may do a three-year contract with two 1-year options to extend. Next Board Meeting, it will be announced who the on-call architect or architects are that were chosen for their on-call services.

Architectural services proposal for main entrance renovations (Cares Act). Allen Harrison explained the architectural changes he wants to make to the front of the building to make it more accessible. Quisenberry, Arcari, Malik Architecture, J Associates Architect and Capital Studio are 3 architects the PHA solicited to work on the project. The PHA decided to move forward with the low bidder who was J Associates Architect.

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

Basic needs pantry application. The PHA has signed up for a grant in which would help purchase a \$30.00 gift card for groceries for tenants. Due to COVID 19 and social distancing guidelines we will not be hosting the FAMILY DAY event this year for the Chatham Court property.

9. Adjournment

Chair D. Wadding motioned to adjourn at 11:52 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

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Executive Director