

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 August 17, 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 joined at 11:10 a.m

STAFF: Allen Harrison Executive Director, Susan Nellis Administrative Coordinator, Carol Diaz Administrative Housing Assistance, Dan Rafaniello staff accountant and Jon Twichell Maintenance Coordinator.

ABSENT: None

2. ACCEPTANCE OF THE AGENDA

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

3. Public Participation

No members of the public decided to participate.

4. APPROVAL OF THE SPECIAL MEETING MINUTES – held July 20, 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 JULY 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA

Commissioner M. Pegolo had a question regarding item line on Chatham Court 3110 Dwelling rent charges of (6,968.)

Dan Rafaniello responded that it had to do with recertifications that have been done in regard to tenant's ability to pay with there income going down due to COVID 19.

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

6. Communications/Correspondence

Dan Rafaniello reported the audit will begin in September and it should be settled by the end of October. There are also 30-day extensions offered for the audit if, more time is needed to complete the audit work. The Quarry Heights Rehab Project will be closing, and everything is in order.

Chair D. Wadding mentioned some of the activities that she volunteered at Chatham Court and Quarry Heights for the month of August such as Saturday Luncheon at Chatham Court and the Farmers Produce donation box drop off.

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 August 30th for 2020.

CC-active tenants balance: \$ 683.10 QH-active tenants balance: (\$1,478.23)

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

HCV Lease units for August 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 August 2020, we are at a 100% occupancy with a potential move out at the end of the month. Chatham Court and Quarry Heights have some tenants with rent balances, but we continue to work with them. ACES Early Head Start Partnership, Food Bank Donations, Farmers Produce Box, Free Brown Stone Day and Tuesday Table Produce Donations are some of the activities/programs the PHA advertises for residents to participate.

Maintenance Report:

John Twichell reported that inspections are up to date. Storm cleanup is underway due to recent Tropical Storm Isaias which left Chatham Court without power and brought several trees and power lines down. Wattsaver in association with Eversource and Portland Housing Authority has completed the installation of exterior door entry lighting and common areas. Refrigerator inventory will be submitted soon and hopefully going forward with replacing them will be approved.

8.New Business/Old Business

RFP advertised for on call Architectural services:

Allen Harrison reported on the rating and ranking done by Steve Ball for the top firms who scored the highest. The Executive Directors recommendation is to go with 2 firms, Capital Studios and Quinsenbery, Arcari and Malik for a 3-year term on a contract with a 2-year option, no fees for keeping them under contract.

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

Storm damage update: After filing out the FEMA application the PHA is predicting a 70% return. This will help with the overtime done by the maintenance coordinator and for the tree service company that will be used for reimbursement.

Saturday Luncheon: The Chatham Court property was impacted by Tropical Storm Isaias the most, to help ease the no power situation we allowed residents to use the community room and provided them with a pizza lunch.

Basic needs pantry application: Agreement was sent to the state for grant money to be processed. When approved the PHA will be giving out \$30.00 Adams gift card to the residents of Quarry Heights.

9.Adjournment

Chair D. Wadding motioned to adjourn at 11:51 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Executive Director