



## Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer  
Allen Harrison

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

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Chair Dawn Wadding called the Special Meeting of the Portland Housing Authority to order on Thursday September 17, 2020 at 02:02 p.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 and Commissioner Jasmin Nunez.

**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 Chair D. Wadding. Vote was unanimously approved and accepted.

### **3. Public Participation**

Jocelyne Le Francois joined in the call but had no comment.

### **4. APPROVAL OF THE SPECIAL MEETING MINUTES – held August 17, 2020**

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

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

Commissioner M. Pegolo had a question regarding item line on Chatham Court Dwelling rent charges of (8,600.00) does it mean tenants are not paying rent?

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

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

## **6. Communications/Correspondence**

None to report.

## **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 30<sup>th</sup> for 2020.

CC-active tenant's balance: (\$ 659.10) QH-active tenant's balance: (\$1,025.23)

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

HCV Lease units for September 1, 2020: Regular Housing Voucher leased 63, Project Based Voucher leased 17, Ported out vouchers 5, Total Leased Voucher 86 and 3 outstanding vouchers. BJ is assisting with clerical work in the office and assisting residents with completing recertification packets.

Carol Diaz reported for the month of September 2020, Quarry Heights is at 99% occupancy. Chatham Court and Quarry Heights have some tenants with rent balances, but we continue to work with them. We are unable to process any notices to quit due to the extensions made by the governor. The PHA continues to report the local resources and donations available to tenants. Since Halloween on Main St. has been cancelled, we wanted to offer other options for the kids at Chatham Court, so a potential Halloween Pumpkin decorating contest is in the works.

### **Maintenance Report:**

John Twichell reported that inspections and work orders are up to date. One vacant apartment which will be leased up and occupied by October 1, 2020. Eversource incentive application for interior lighting was submitted, and unfortunately the cost was around \$70,000. and the incentive was only \$11,000., so unfortunately, we will not be participating in this program. The Refrigerator program with Eversource we are going to be replacing 34 of them, based on the information of the make and model they requested, they are willing to replace the fridges that are 10 years or older.

Allen Harrison reported Quarry Heights Grant closeout is in its final stages. Certificate forms are being finalized and they will be mailed out for signatures soon. There is 51,000. going back to CHFA. The PHA is in good shape on the budget side.

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

Allen Harrison reported the Basic needs pantry application was approved and the PHA received a check for \$ 2,100.00. He contacted Adams, the local grocery store and preordered 70 gift cards for BJ to distribute to the residents of Quarry Heights. Chatham Court will receive a gift card as well from Stop and Shop.

HUD has extended the Cares act Money to be spent by December 31, 2021 to better allocate the money.

Direct Debit will be rolled out to the tenants in October, the PHA wants to get away from handling checks, money orders when it comes to rent collection.

December Special Board Meeting, proposed date change to 12/14/2020. Vote was unanimously approved and accepted.

### **9. Adjournment**

Chair D. Wadding motioned to adjourn at 02:51 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

*Allen Harrison*

Executive Director