



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

Chair Dawn Wadding called the Special Meeting of the Portland Housing Authority to order on Monday October 19, 2020 at 11:04 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 and Commissioner Jasmin Nunez.

STAFF: Allen Harrison Executive Director, Carol Diaz Administrative Housing Assistance, Dan Rafaniello Staff Accountant.

ABSENT:

2. ACCEPTANCE OF THE AGENDA

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

3. Public Participation

Julio Gonzalez and Cynthia Ferraro, present.

Cynthia Ferraro wanted to mention the exterior doors to her building are sticking and would like to bring that to our attention.

4. APPROVAL OF THE SPECIAL MEETING MINUTES – held September 17, 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 OCTOBER 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA

Commissioner M. Pegolo had a question regarding operating expenditures for Chatham Court. How does the travel and training get paid? He was questioning line 4150 travel and training charges of (44.44).

Dan Rafaniello, staff accountant requested time to get back to him.

Commissioner M. Pegolo also inquired about contract cost. He was wondering if we were missing something or expecting something to happen because the budget was under a substantial amount.

Allen explained next week we will be turning the heat on at Chatham Court and so there will be some maintenance done on the furnace by SAV-MOR and snow services in the near future.

Commissioner M. Pegolo inquired about invoice paid register for Jay Associates for \$700.00, if that was a deposit or first payment?

Allen Harrison explained that was a first payment and shared that would be coming out of the Cares Act money. He also updated the board regarding the project timeline, and that a structural engineer visited to see what changes can be done.

Commissioner M. Pegolo asked about document line 370 Plumbing Company for \$4,000.00, what issues did the unit have for that amount to be spent?

Allen Harrison explained that was done for a reasonable accommodation, tenant request to have a walk-in shower due to mobility issues.

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

6. Communications/Correspondence

Allen Harrison reported that Susan Bransfield from the Town of Portland is applying for a CT DLT, Connectivity sidewalk grant. Mr. Harrison did send a letter in support of the grant. Updates will be given in the near future.

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

Office Report:

Carol Diaz reported no move ins or outs of either property. 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. All waitlist are currently closed.

Tar's ending numbers for the month of September 30th for 2020.

CC-active tenant's balance: (\$ 783.10) QH-active tenant's balance: (\$544.23)

CC-move out balance: \$3,681.69 QH-move out balance: 0.00

HCV Lease units for September 1, 2020: Regular Housing Voucher leased 64, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 87 and 1 outstanding vouchers.

Maintenance Report:

Allen Harrison reported that inspections and work orders are up to date. The Refrigerator program with Eversource, 34 units will be replaced, again at no cost to the PHA. Heating repairs have been done to the main office as previously mentioned which will show on the contract cost next month. Boilers will be turned on at Chatham Court next week and then serviced by SAV-MOR. Pedro Nunez has been working part time and continues to be trained by Jon, who has been prepping him for snow removal, how to measure oil tanks and over all winter preventative maintenance procedures.

8. Old/New Business

The PHA has applied for an audit extension and it has been approved for December. We may also have to apply for an extension for the Agency Plan, the goal is January. 2021 Board meeting schedule will be given out in November's Board meeting.

9. Adjournment

Chair D. Wadding motioned to adjourn at 11:45 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Executive Director