



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

Executive Officer
Allen Harrison

Phone: (860) 342-1688
Fax: (860) (860) 342-3961
Website: www.portlandha.org

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 November 16, 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. John D' AMelia Housing & Development Consultant/Nathan Bondar LIHTC Development Group. Presentation on Streamlined Voluntary Conversion.

The presentation explained how a conversion would benefit and secure, Chatham Court structural longevity. What this means is that the PHA is looking at converting from Section 9 to Section 18 or the Voluntary Conversion Program. Details were explained as how the Section 18 program works regarding operating budget and capital budget and how the tenant payment is going to remain the same, they will continue to pay 30% of their income. A rough estimate was presented of the different bedroom types that compose the federal portfolio of the Housing Authority and how much money HUD will give the Housing Authority through the Rad Program, and how much money the Housing Authority would be getting under Section 18. A needs assessment has been recommended, not only for the conversion purpose but also, to get a better idea of the budget at hand and how the property stands over the next 20 to 30 years to maintain the integrity of the property in the long run.

4. Public Participation

Julio Gonzalez and Cynthia Ferraro, present.

Cynthia Ferraro inquired if the proposal for the Section 18 Voluntary Conversion would affect Quarry Heights in any form. She mentioned the condition of the building doors and locks continue to deteriorate due to the weather.

Allen Harrison responded the potential proposed conversion would not affect Quarry Heights.

5. APPROVAL OF THE SPECIAL MEETING MINUTES – held October 19, 2020

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

6. REVIEW AND TAKE ACTION of November 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA

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

7. Communications/Correspondence

None

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

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

Tar's ending numbers for the month of October 31 for 2020.

CC-active tenant's balance: 0 QH-active tenant's balance: \$434.00 other charges

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

HCV Lease units for November 1, 2020: Regular Housing Voucher leased 64, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 87 and 0 outstanding vouchers.

Maintenance Report:

Allen Harrison reported that inspections and work orders are up to date. Fall clean up is scheduled for this week which includes, leaf removal and mowing.

9. Old/New Business

Basic needs pantry gift cards

Gifts cards have been passed out to the tenants at both properties. Tenants have been appreciative.

Eversource Refrigerators

Final delivery from the Eversource refrigerators program was done this week.

Halloween Party

Commissioner J. Nunez reported on the outcome of the outdoor social distancing party at Chatham Court.

Direct Deposit Rent Payments

In efforts to minimize contact among workers and residents we implemented Direct Debit for rent payments as an option. For the convenience and in response to many tenant requests.

Allen Harrison reported he met with the principal of the Brownstone School, Allison Hines and implemented tutoring at the Community room on Tuesdays and Thursdays for the fifth and sixth graders at Chatham Court.

10. Adjournment

Chair D. Wadding motioned to adjourn at 12:25 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Executive Director