



# 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 Monday December 14, 2020 at 11:07 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: None**

## **2.ACCEPTANCE OF THE AGENDA**

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

## **3.Public Participation**

Cynthia Ferraro- Wanted to mention she received her grocery store gift card from the PHA and wanted to give thanks to Allen Harrison for resolving that issue.

## **4.APPROVAL OF THE SPECIAL MEETING MINUTES – held November 16, 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 of November 2020 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA**

Chair D. Wadding was pleased to see the grant pay off document line 4651.

Commissioner S. Malecky had a question regarding Sam's credit card line dated 10/29 for Portland Automotive charges. Would the insurance company reimburse the PHA or are the charges paid on 10/29 the PHA's portion of the repairs done, after insurance?

Allen Harrison explained that the insurance would not cover it, it was not any kind of a vehicle accident or anything like that. Charges were actual repairs on the pickup truck such as brakes, since he uses the truck for snow removal, during the winter season.

Commissioner M. Pegolo explained that he had some questions that were answered by Dan Rafaniello regarding the list of invoices but wanted to share with the rest of the Board. Comcast CC in the list of invoices with a charge of \$286.52 is a QH charge. His second question was regarding Brothers Property Maintenance charges he was

questioning if the PHA was being double billed. He explained that one was for November clean up and the other 2 where for 2 mowing's done in October.

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

#### **6.Communications/Correspondence**

None

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

##### **Office Report:**

Carol Diaz reported one move out this month for Quarry Heights and there will be a new move inn tomorrow, the property will be back at 100% occupancy.

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

CC-active tenant's balance:	\$39.94	QH-active tenant's balance:	\$ 509.00
CC-move out balance:	\$3,681.69	QH-move out balance:	\$ 0.00

HCV Lease units for December 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. John has been getting ready for the snow season.

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

a. Review schedule of 2021 Board Meetings- Note the Agency Plan and the Five-Year Plan will be the only in-house meeting of 2021. Vote was unanimously approved and accepted.

b. Turkey donations from the Food Pantry was a success with many volunteers that showed up to support.

c. **Federal Resolution # 20-12-1:** Approved and accepted by Commissioner M. Pegolo, seconded by Commissioner D. Hallas. Motion to approve Partner Engineering and science, INC proposal for Needs Assessment.

#### **9.Adjournment**

Chair D. Wadding motioned to adjourn at 11:55 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Executive Director



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## RESOLUTION 20-12-1

**WHEREAS**, three proposals for Physical Needs Assessment services at Chatham Court were received; three proposals recommended are to provide information to facilitate completion of due diligence in support of a HUD RAD Streamlined Conversion submission; and

**WHEREAS**, the proposals were reviewed;

Partner Engineering and Science, Inc	\$4,500.00
Bureau Veritas	\$4,500.00
Dominion Due Diligence Group	\$6,500.00

**BE IT THEREFORE RESOLVED** that the Commissioners of the Portland Housing Authority enter into a contract with Partner Engineering and Science, Inc as one of the lowest, most responsible bidders, per recommendation from Nathan Bondar Consultant.

**FURTHERMORE**, that Allen Harrison and/or Dawn Wadding are hereby authorized to enter into an Agreement with Partner Engineering and Science, Inc. for \$4,500.00.

It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to adopt the above Resolution as introduced and read. Upon roll call, the “Ayes” and “Nays” were as follows:

Upon roll call, the vote was:

Ayes

Nays

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

Chairperson Wadding declared the motion passed unanimously and the resolution adopted.