



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

Executive Officer
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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 Regular Meeting of the Portland Housing Authority to order on Monday January 11, 2021 at 5:27 p.m. at the Chester Payne, Community Center.

1. CALL TO ORDER/ ROLL CALL

PRESENT: Chairperson D. Wadding, Vice Chairperson Susan Malecky, Commissioner, Deborah Hallas, Commissioner, Matthew Pegolo

STAFF: Allen Harrison Executive Director, Susan Nellis Administrative Coordinator, Dan Rafaniello Staff Accountant Carol Diaz Administrative Housing Assistant, Jon Twichell Maintenance Coordinator.

ABSENT: None

2. ACCEPTANCE OF THE AGENDA

Commissioner D. Hallas made a motion to approve the agenda.
Vote was unanimously approved and accepted.

3. FYE MARCH 2020 Audit presentation, prepared and presented by Jason Geel, from Maletta & Company.

Jason Geel gave a quick summary of the audit. The main areas looked in the audit are the financial statements and if the PHA has complied with State and Federal program. There were no current year financial statements findings or questioned costs. The PHA complied in all materials respects, with the types of compliance requirements expected that could have a direct and material effect on each of its major state programs for the year.

In the Statement of revenues, expenses and changes in net position for the year ending March 31, 2020 the PHA is spending exactly what it takes in which shows great self-sufficiency, being able to operate withing the agencies means. The PHA continues to operate with little to no long-term debt.

General operating expenses have decreased as the PHA staffing normalized during the year. Jason reported net pension liability went up and its not a liability to the budget.
The only recommendation that was made is that the PHA cost allocations completed during the budgetary process and applied to the centralized billing process such methods become more consistent.

Commissioner D Wadding questioned Jason Geel regarding the PILOT and he assured her everything was good between the town and the PHA. The PHA is paying the right amount.

4. Public Participation

Cynthia Ferraro requested if it could be possible for the PHA to give out a notice to tenants explaining the urgency of wearing a mask and social distancing due to this unknown new strain of COVID 19 that has been found. How the disease caused by these new variants differs from the disease caused by other variants that are currently

circulating. Urging the tenants to follow, the Public Health Advisory recommendations. She also wanted to thank the PHA for giving her the opportunity of participating in the RAB Board, it's a much-needed program.

5. Approval of the Special Meeting Minutes for Board Meeting held December 14, 2020

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

6. Review and Take Action of December 2020 Financial Reports-Prepared by Richard Fenton, CPA.

Commissioner M. Pegolo had a question regarding item line on Chatham Court 3110 Dwelling rent charges. 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 M. Pegolo 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: Tar's ending numbers for the month of December 30 for 2020.

CC-active tenant's balance: \$564.00 QH-active tenant's balance: \$ 374.00

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.

Carol Diaz reported one move out this month for Chatham Court and the property will be back at 100% occupancy. Quarry Heights is currently at 100%. One notice to quit was served. The Numbers on the waitlist haven't fluctuated to much due of the lack of move outs.

Commissioner D. Wadding question was the regarding the notice to quit.

Carol D. explained the notice to quit was due to criminal safety reasons not due to nonpayment of rent therefore the PHA is able to go forward filing.

Maintenance Report:

Jon T. reported that inspections and work orders are up to date. Preparing during this slow time for REAC inspection coming up.

9. Old/New Business

Allen Harrison updated the board for next month that he would be presenting the budget, they are currently working on cleaning up the budget lines so its easier to understand how the money is allocated.

The RAB board meeting took place on January 6, 2021 and it consist of BJ Carrabbia, Jasmin Nunez, Marlene Salcedo, Cynthia Ferraro, and Barry Rodgers. The board set up a meeting schedule for the year.

10. Executive Session: Executive Performance

At 7:45 pm Chair D. Wadding moved that the Board enter into executive session. The Board of Commissioners is to enter Executive Session to discuss personnel matters.

A second motion was made to invite Allen Harrison back into Executive session. The motion was seconded and approved. The Executive session concluded at 8:00 pm and the meeting was reconvened.

Commissioner M. Pegolo made a motion to amend the agenda and accept the Differential compensation for all PHA employees for in-person services rendered during the COVID-19 emergency declaration, Resolution 21-1-2 seconded by commissioner S. Malecky.

11. Adjournment

At 8:15 pm executive session concluded, Commissioner Wadding made a motion to adjourn the meeting, and the motion was seconded by Commissioner Matt Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director

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