



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 Regular Meeting of the Portland Housing Authority to order on Monday March 15, 2021 at 11:02 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.

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

ABSENT: Commissioner Jasmine Nunez

2. ACCEPTANCE OF THE AGENDA It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION

Cynthia Ferraro complimented the PHA on the wonderful job that they continue doing.

4. APPROVAL OF THE REGULAR MEETING MINUTES – held February 22, 2021

Commissioner S. Malecky wanted to amend the meeting minutes to include Commissioner Jasmin Nunez. It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to amend and approve. Vote was unanimously approved and accepted.

5. REVIEW AND TAKE ACTION OF FEBRUARY 2021 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

Motion was made by Commissioner M. Pegolo and it was second by Commissioner D. Hallas to approve February 2021 Financial Reports prepared by Richard Fenton, CPA.

6. REVIEW AND APPROVE WRITE-OFFS FOR FYE 2021 FOR CHATHAM COURT AND QUARRY HEIGHTS RESOLUTION NUMBER 21-3-1

RESOLUTION 21-3-1

WHEREAS, the Housing Authority has made diligent collection efforts and have found no income or assets that can be attached.

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NOW THEREFORE, the Commissioners of the Portland Housing Authority hereby authorize the write off of 3,681.69 for Chatham Court uncollected debts from vacated Tenant Account Receivables pending approval from HUD or CHFA/ DECD if required. Quarry Heights has no uncollected debts from vacated Tenant Account Receivables currently.

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 votes were:

Dawn Wadding, Chair	NONE
Susan Malecky, Vice Chair	
Deborah Hallas, Secretary	
Matthew Pegolo, Treasurer	

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

7. EXECUTIVE DIRECTORS REPORT

Allen Harrison reported that HUD has approved the PHA agency plan. HUD capital fund budget was increased by \$6,000.00 more than the previous year. CHFA has approved our budget as well.

Carol Diaz reported both Chatham Court is at 100% occupancy. Quarry Heights its at 99% occupancy. No notices to quit or letters of termination served. One medical transferred that will take place this month.

Sue Nellis Tar’s ending numbers for the month of February 28 for 2021.

CC-active tenant’s balance:	\$249.00	QH-active tenant’s balance:	\$ 0
CC-move out balance:	\$3,681.69	QH-move out balance:	\$ 0

HCV Lease units for February 28, 2021: Regular Housing Voucher leased 63, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 86 and 0 outstanding vouchers.

Allen Harrison reported back that work orders are up to date and Jon Twichell was able to take some time off. Since his return he has been working on turning over the vacant units. We are hoping that there is no more snow and that we can start with spring cleanup soon.

CHFA food pantry program had extra budget money, so the PHA applied and received a grant check for \$2,000.00 for Quarry Heights. The PHA bought \$30.00 grocery gifts cards with that grant and they have been distributed. It will show in the revolving fund report next month because the check was deposited into the PHA account and we then used the companies charge card to purchase the gift cards.

The PHA is still waiting to hear from the Board of Ed if they will be suppling the Summer lunch program. In the meantime, the PHA has discussed who and how it will take care of the summer lunch program, if the Board of Ed doesn’t.

8.New Business/Old Business

A. REVIEW AND TAKE ACTION TO ENTER INTO CONTRACT WITH M&R CONTRACTORS FOR OFFICE RENOVATIOS.

RESOLUTION 21-3-2

WHEREAS three proposals for main office front door renovations at Chatham Court were received; the scope of work includes demolition, concrete remediation, framing/carpentry, strip asphalt shingle roof, new overhang roof, door, door frame, transition drawer, access control, painting, electrical, signage, gutters, etc.

WHEREAS the proposals were reviewed.

M & R Contractors	\$55,214.00
Pioneer Builders of Newington, Inc.	\$74,459.00
Alca Construction Co. Inc.	\$102,000.00

BE IT THEREFORE RESOLVED that the Commissioners of the Portland Housing Authority enter a contract with M & R Contractors as the lowest, most responsible bidder; and

FURTHERMORE, that Allen Harrison and/or Dawn Wadding are hereby authorized to enter into an Agreement with M & R Contractors for \$55,214.00.

It was moved by Commissioner M. Pegolo and seconded by Commissioner S. Malecky 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:

<u>Ayes</u>	<u>Nays</u>
Dawn Wadding, Chair Susan Malecky, Vice Chair Deborah Hallas, Secretary Matthew Pegolo, Treasurer	NONE

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

B. 457 DEFERRED COMPENSATION PLAN

Allen Harrison explained he reached out to the Town of Portland to find out if they offered a deferred compensation plan of some kind. The Town of Portland participates in the Voya Financial program, but PHA employees are unable to participate. He then reached out to ICMA-RC who he had previously worked with at the Southington Housing Authority, and they are able to work with the PHA at no cost to the PHA.

Commissioner S. Malecky encourages anyone who has the ability to sign up to do so.

9. Adjournment Chair D. Wadding motioned to adjourn at 11:33 a.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison
Allen Harrison
Executive Director

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