



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

Chairperson Dawn Wadding called the in person Special Meeting of the Portland Housing Authority to order on Monday May 17, 2021 at 5:00 pm

1. CALL TO ORDER/ ROLL CALL

PRESENT: Chair Dawn Wadding, Vice Chairperson Susan Malecky, Commissioner Deborah Hallas, Commissioner Matthew Pegolo and Tenant Commissioner Jasmine Nunez.

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant and Jon Twichell maintenance coordinator.

ABSENT: None

2. ACCEPTANCE OF THE AGENDA

Commissioner S. Malecky requested to amend the agenda to read under the Executive Session, Discussion of performance and compensation It was then moved by Commissioner S. Malecky and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION

Cynthia Ferraro mentioned things were good and that the PHA is doing a great job.

4. APPROVAL OF THE REGULAR MEETING MINUTES – held April 19, 2021

It was moved by Commissioner S. Malecky and seconded by Commissioner M. Pegolo to amend and approve. Vote was unanimously approved and accepted.

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

No questions or concerns. Motion was made by Commissioner D. Hallas and it was second by Commissioner S. Malecky to approve April 2021 Financial Reports prepared by Richard Fenton, CPA

6. EXECUTIVE DIRECTORS REPORT

Carol Diaz reported Chatham Court is at 100% occupancy and Quarry Heights 99% occupancy. No notices to quit or letters of termination served. She explained the drop in waitlist applicants was due to a purge that was done in April and based on vacancies over the next few months we may consider reopening the waitlist.

Sue Nellis Tar's ending numbers for the month of April 30 for 2021.

CC-active tenant's balance:	\$90.00	QH-active tenant's balance:	\$ 105
CC-move out balance:	\$0	QH-move out balance:	\$ 0

HCV Lease units for April 30, 2021: Regular Housing Voucher leased 60, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 83 and 0 outstanding vouchers.

Jon Twichell maintenance coordinator reported that he is inspecting every unit at Quarry Heights no matter what program they are under. The lawn care schedule has changed to every other week. The company truck is a 13-year-old truck with low milage. Bed is rotted out due to salt from salting during the snow season. The truck was taken to the town mechanic for a front-end issue, to estimate the cost and weight out our options regarding keeping the vehicle or getting a new one. The maintenance on the truck will be taken care off by the next board meeting.

It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve Executive Directors Report. Vote was unanimously approved and accepted.

Allen Harrison gave an update to the board regarding the construction to the front end of the building.

7. New Business/Old Business

- a) Portland Social Justice Coalition:** Allen Harrison gave a quick synopsis of what the Portland Social Justice Coalition mission is all about and the 2 guest tenant speakers from the PHA.
- b) In person Board Meetings:** Chair D. Wadding asked for all Board Meeting to be in person and to make necessary changes to the schedule and to notify the town of changes.
- c) By-Laws:** Vice Chair S. Malecky suggested tabling this issue and addressing it later on Julys Agenda.
- d) COVID (Community Room Re-opening)** Allen Harrison mentioned that as of May 19, 2021 the community rooms at both properties will reopen.
- e) Follow up on Salary studies, requested by Board:** Allen Harrison informed the board he requested for an extension on this due to some employees being out on vacation and with the new deadline they would soon have a case study on employee salaries.
- f) Needs Assessment Update:** Allen Harrison expressed that by August he should have a concrete plan to present to the board regarding the upgrades he would recommend for Chatham Court based on the report.
- g) Policy for travel per Personnel Policy. Coincides with the federal mileage reimbursement rate:** Vice Chair S. Malecky suggested changes to the personnel policy regarding the verbiage, to be approved for next board meeting.
- h) Peoples Bank:** Allen Harrison updated the board of the name changes made to the money market account.

8. Executive Session

Discussion of performance and Compensation: At 6:05 pm, Chair Dawn Wadding moved that the Board enter executive session. The Board of Commissioners is to enter Executive Session to discuss performance and compensation.

The Executive session concluded at 6:56 pm and the meeting was reconvened.

9. Adjournment

At 6:57 pm executive session concluded; Chair D. Wadding made a motion to adjourn the meeting. It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

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