



Housing Authority of the Town of Portland

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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

Chairperson Dawn Wadding called the in person Regular Meeting of the Portland Housing Authority to order on Monday June 21, 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, Jon Twichell Maintenance Coordinator, Susan Nellis HCV Coordinator and BJ Carrabbia Resident Service Coordinator.

ABSENT: None

2. ACCEPTANCE OF THE AGENDA

Commissioner M. Pegolo requested to revise the agenda by switching Virtual Presentation with Mellany Brown of NELROD with Public Participation. It was then moved by Chair D. Wadding and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION

Cynthia Ferraro wanted to mention she is thankful for the trees planted in the property and she was curious if the speed bumps could be raised higher because she feels people are speeding through the property.

Betty Smedick, request the fence that faces the Quarry and the picnic area if it could be cleaned up.

4. VIRTUAL PRESENTATION BY MELLANY BROWN OF NELROD

Commissioner S. Malecky made a motion to have staff be a part of the presentation it was seconded by Commissioner D. Hallas. Vote was unanimously approved and accepted.

Mellany Brown of NELROD introduced herself and explained that her company deals with clients from HUD, local municipalities and Public Housing Authorities and she holds 32 years of experience conducting salary studies. In this presentation she described how she analyzed each individual staff member duties and minimum required qualifications to set Min. to Max. salaries for the job positions within the Agency. The study will include the Full-time and Part-time staff in the Study. It is better for the Agency to have a set pay grade system (Min.-Max. Pay Guide) that is compliant to the COFAR and HUD regulations. It will also aide not to have to conduct another Salary Study for another 3-4 years. The Study will be based on base salary only and not benefits. Federal regulations require Public Agencies to use "**local Pertinent Practice**" to determine reasonable compensation.

5. COMMUNICATION/CORRESPONDENCE

Allen Harrison Executive Director explained that the PHA received a personal injury claim from Trantolo & Trantolo and that our attorney has responded to their notice of intent to commence action for the alleged injuries.

The claimant is not a resident at any property owned by the PHA. The PHA neither owns nor manages the property located in Cromwell nor any of its surrounding structures, including the parking lot.

6. APPROVAL OF THE REGULAR MEETING MINUTES – held May 17, 2021

It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Wadding to approve the regular meeting minutes for May 17, 2021. Vote was unanimously approved and accepted.

7. REVIEW AND TAKE ACTION OF MAY 2021 Financial Reports-Prepared by Richard Fenton, CPA

Commissioner M. Pegolo inquired about the HCV balance sheet with the red (3,004.99) and its meaning. Suggested that if it is not a negative number to not make it stand out only if its something to worry about.

Motion was made by Commissioner D. Hallas, and it was second by Commissioner S. Malecky to approve May 2021 Financial Reports prepared by Richard Fenton, CPA.

8. EXECUTIVE DIRECTOR’S REPORT: Chatham Court, Quarry Heights, and Section 8

Sue Nellis Tar’s ending numbers for the month of May 31 for 2021.

CC-active tenant’s balance:	\$0	QH-active tenant’s balance:	\$ 255.00
CC-move out balance:	\$0	QH-move out balance:	\$ 0

HCV Lease units for May 31, 2021: Regular Housing Voucher leased 60, Project Based Voucher leased 17, Ported out vouchers 7, Total Leased Voucher 84 and 0 outstanding vouchers. Sue Nellis commented that she will be giving vouchers soon. Landlords are selling because they can get more. Rents are high and there has been a difficulty finding vacant apartments.

Carol Diaz reported both Chatham Court and Quarry Heights are at 100% occupancy. No notices to quit or letters of termination served, and she also updated the board of the waitlist numbers. Mentioned the activities that have taken place since last board meeting.

Jon Twitchell reported that he is up to date in his inspections and that his work orders are back up a bit because he was out sick but will have no problem catching up. His suggestion is to get a new truck instead of spending the money to get a diagnostic test on it. With the vehicle shortage he suggested we purchase the vehicle now since it will be a 30 week wait if we order tomorrow, due to COVID 19.

Commissioner D. Hallas made a motion to approve the purchase of a new maintenance truck. Vote was unanimously approved and accepted.

9. OLD BUSINESS/NEW BUSINESS-Reviewed MOU Glastonbury Housing Maintenance Coverage.

Allen Harrison explained that this service if approved would be used only and if necessary, when Jon T. our maintenance coordinator is out on vacation and other options have been exhausted such as our part timer and contractors.

Commissioner S. Malecky made a motion to approve the MOU Glastonbury Housing Maintenance Coverage seconded by Commissioner M. Pegolo. Vote was unanimously approved and accepted.

10. EXECUTIVE SESSION

Chairperson D. Wadding made a motion at 6:23 pm to enter Executive Session. Allen Harrison was excused for the night and Joseph McQuade was then invited to participate in the session. This was seconded by M. Pegolo, and the motion was carried.

No action was taken from executive session.

11. ADJOURNMENT

A motion to exit the meeting at 7:51 pm was made by commissioner M. Pegolo and seconded commissioner S. Malecky. Motion was carried and the meeting was adjourned at 7:52 pm

Respectfully Submitted

Allen Harrison
Executive Director

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