



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

Executive Officer
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Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Matthew Pegolo, Treasurer
Daniel Weeden, Commissioner
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on June 20, 2023, at 5:04 p.m. at the Quarry Heights community room.

1. CALL TO ORDER/ ROLL CALL PRESENT: Chair Susan Malecky, Vice Chairperson Deborah Hallas, and Tenant Commissioner Cynthia Ferraro.

STAFF: Allen Harrison Executive Director, and Dan Rafaniello Staff Accountant.

ABSENT: Commissioner Dan Weeden and Commissioner Matt Pegolo

2. ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda as presented. There being no further discussion. The vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

4. APPROVAL OF THE MEETING MINUTES HELD May 15, 2023.

Vice Chairperson D. Hallas requested a motion to approve the Regular Meeting Minutes held May 15, 2023. It was moved by Commissioner D. Hallas to approve and seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

5. REVIEW AND TAKE ACTION OF May 2023 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Chairperson S. Malecky requested a motion to be made to approve the May 2023 financial reports prepared by T. Ewald; it was then moved by commissioner C. Ferraro and second by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

6. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8 Report: Tar's ending numbers for the month of May 2023.

CC-active tenant's balance:	\$509.40	QH-active tenant's balance:	\$ 726.84
CC-move out balance:	\$0	QH-move out balance:	\$ 0

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	25
Total	76

7. OLD BUSINESS/ NEW BUSINESS

a) Phase 3 Environmental: The ESA Report came back, only one small area was found to have pesticide contamination. It's been recommended to remove this soil and replace it with new uncontaminated soil. This would give us a clean environmental report and it's estimated to cost about \$10, 000.

b) Roof Replacement: The architect is working on the drawings for the roof replacement, and it's estimated to cost \$350,000.

c) Generator: The installation of the generator for the community room is estimated to cost about \$100,000, this would get us closer to spending down our reserves before the conversion.

d) Gas lines and meters: Gas company has sent the installation agreement which explains the installation of gas lines and set up of the meters in the property for Chatham Court and its estimated cost is of \$31,000.

8.ADJOURNMENT

At 5:34 pm, Chair S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison

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Executive Director