



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

Executive Officer  
Allen Harrison

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

Commissioner S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on July 18, 2022, at 5:01 p.m. at the Chatham Court, Community Center.

## **1. CALL TO ORDER/ ROLL CALL**

**PRESENT:** Chairperson Susan Malecky, Commissioner Matt Pegolo, Tenant Commissioner Cynthia Ferraro and Commissioner Dan Weeden.

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

**EXCUSED:** Vice Chairperson Deborah Hallas

## **2. ACCEPTANCE OF THE AGENDA**

It was then moved by Commissioner D. Weeden and seconded by Commissioner M. Pegolo to accept the agenda as amended. Vote was unanimously approved and accepted.

**3. PUBLIC PARTICIPATION:** None

## **4. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES HELD June 21, 2022.**

Chairperson S. Malecky made a motion to approve Special Board Meeting Minutes held June 21, 2022. Vote was unanimously approved and accepted.

## **5. REVIEW AND TAKE ACTION OF June 2022 FINANCIAL REPORTS- PREPARED BY R. FENTON, CPA.**

Chairperson S. Malecky inquired about the new phone system and how it was different than the old one? Director Harrison said it was a cost savings measure to not only upgrade the phones, but we would no longer be renting the phones. This was done through our IT Consultant and after 8 months the purchase would be made whole in our new monthly charges.

Commissioner Pegolo asked to be explained the Corner Stone Fence expense for Chatham Court. Harrison explained with the REAC Inspection scheduled for June the property needed new fencing with privacy slots and fence repairs. Harrison noted the last REAC inspection the PHA was cited for fencing and vegetation overgrowth on the fence.

Commissioner D. Weeden made a motion to approve June 2022 Financial Reports and it was seconded by commissioner M. Pegolo. Vote was unanimously approved and accepted.

**6.COMMUNICATIONS/CORRESPONDENCE**

None

**7. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8**

Carol Diaz communicated Chatham Court and Quarry Heights are currently at 100% occupied. Kappa Notices for 1 resident at Quarry Heights for serious nuisance, was mediated at Court. Waitlist will be opening for July 19, 2022, and close July 22, 2022. The PHA was able to accommodate 2 transfers for 2 current tenant, one who was under housed at and another who was over housed at Chatham Court.

Director A. Harrison reported that he and Sue Nellis met with the Town of East Hampton to discuss entering into an MOU for us to issue Section 8 Vouchers in the Town of East Hampton.

Commissioner Weeden asked what responsibilities do the landlord and PHA have when leasing the units. The PHA gets the unit inspected and runs a background check on the applicant and a good landlord should do the same.

Chairperson Malecky asked for an update on the vehicle accident that occurred at the QH community room. Harrison informed her that the driver only had storage insurance and that the insurance company would not be paying the claim.

**Office Report:** Tar’s ending numbers for the month of June 30, for 2022.

CC-active tenant’s balance:	\$410.80	QH-active tenant’s balance:	\$ 111.00
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

The PHA currently has 49 regular housing vouchers leased, 25 Project Based Voucher, 2 families that ported out for a total of 76 with 10 families looking for units.

Chairperson S. Malecky made a motion to approve Executive Director report and it was seconded by commissioner C. Ferraro. Vote was unanimously approved and accepted.

**8.OLD/NEW BUSINESS**

Chairperson Malecky asked how the summer lunch program was going for the kids at Chatham Court. A. Harrison reported the lunch program was doing very good.

Harrison reported that on Friday, July 29, 2022, CONN NAHRO will be participating in Housing Night of America at the Yard Goats game. All proceeds go towards the scholarship program for the children of Housing Authorities in CT. The PHA has about 28 residents who the PHA has purchased tickets for so they can enjoy the nights festivities at Dunkin Donuts Park.

Harrison reported CONN NAHRO will be holding their Convention on August 28-31 and on Sunday they are offering an all-day training for Board Members. Harrison will be sending the agenda out to all Board Members for review of the sessions being offered.

**9.ADJOURNMENT**

At 5:39 pm, Chair S. Malecky made a motion to adjourn the meeting. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director