



# 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

Vice Chair Deborah Hallas called the Annual Board Meeting of the Portland Housing Authority to order on May 15, 2023, at 5:01 p.m. at the Chatham Court community room.

**1. CALL TO ORDER/ ROLL CALL PRESENT:** Vice Chairperson Deborah Hallas, Commissioner Dan Weeden and Tenant Commissioner Cynthia Ferraro.

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

**ABSENT:** Chair Susan Malecky and Commissioner Matt Pegolo

**2. ACCEPTANCE OF THE AGENDA**

Vice Chair D. Hallas 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 April 19, 2023.**

Vice Chairperson D. Hallas requested a motion to approve the Regular Meeting Minutes held April 19, 2023. It was moved by Commissioner C. Ferraro to approve and seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

**5. REVIEW AND TAKE ACTION OF APRIL 2023 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.** Vice Chairperson D. Hallas requested a motion to be made to approve the April 2023 financial reports prepared by T. Ewald; it was then moved by commissioner C. Ferraro and second by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

**6. COMMUNICATION/CORRESPONDENCE**

Allen Harrison communicated to the board members that Jessie Revicki has received monies to purchase a new basketball hoop for Chatham Court and is currently procuring quotes for the installation. Jessie asked if the PHA could also help with the cost, which Director Harrison said we would be able to help with installation costs.

It was then announced by Allen Harrison that Jessalyn Jordan has volunteered to become the new RAB board member.

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

CC-active tenant's balance:	\$1,664.20	QH-active tenant's balance:	\$ 776.84
CC-move out balance:	\$0	QH-move out balance:	\$ 0

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The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

Regular Housing Voucher leased	48
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	25
<b>Total</b>	<b>75</b>

**8. ANNUAL REPORT**

Allen Harrison presented a quick summary report for the fiscal year ending 3/31/2023.

Commissioner D. Hallas made a motion to approve the Annual Report and it was seconded by commissioner C. Ferraro. The vote was unanimously approved and accepted.

**9. ELECTIONS OF OFFICERS**

**ELECTION OF OFFICERS-RESOLUTION 23-5-1**

Whereas the Commissioners presented their ballots to be tallied.  
Whereas by majority vote, the following was the slate of officers:

Chairperson- SUSAN MALECKY  
Vice Chairperson-DEBORAH HALLAS  
Treasurer- MATTHEW PEGOLO  
Secretary- ALLEN HARRISON

A motion to close nominations, accept, and approve the slate of officers was made by Vice Chair **D. Hallas** and seconded by Commissioner **C. Ferraro**.

Upon roll call, the “Ayes” and “Nays” were as follows: Ayes- 4      Nays-0

**Vice Chair D. Hallas** declared the motion passed unanimously and the resolution adopted on **May 15, 2023**.

**10. OLD BUSINESS/ NEW BUSINESS**

**a) Audit:** Allen Harrison reported staff has been submitting documents to the online audit organizer and the goal is for the auditor to be done with the audit by September.

**b) Phase 3 Environmental:** The ESA Report has not come back, but there were only 2 areas with pesticides in the ground and no oil contamination, in which they will be further tested.

**c) Summer Lunch Program:** Commissioner D. Weeden announced Performance Food Group from Springfield MA will be donating the food to continue with the summer lunch program this season at Chatham Court.

**d)Chatham Court Conversion:** Business filing for the state of Connecticut was approved. Once the conversion is completed the Chatham Court property will be called Portland Communities Inc.

**10.ADJOURNMENT**

At 5:27 pm, Vice Chair D. Hallas 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