



# 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

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Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on January 16, 2024, at 5:05 p.m. virtually via Go to Meeting.

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

**STAFF:** Allen Harrison Executive Director and Carol Diaz Administrative Housing Assistant.

**ABSENT:** Dan Rafaniello Staff Accountant

**2.ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to amend the agenda to add Resolution 24-1-4 under Old Business/ New Business and to table Executive Session along with Post Executive Session until next board meeting. It was then moved by Commissioner D. Weeden and seconded by Commissioner D. Hallas to accept the agenda as amended. There being no further discussion. The vote was unanimously approved and accepted.

**3.PUBLIC PARTICIPATION:** None

**4.APPROVAL OF THE BOARD MEETING MINUTES HELD DECEMBER 18, 2023.**

Chairperson S. Malecky made a motion to approve Regular Board Meeting Minutes held December 18, 2023, and it was seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

**5. REVIEW AND TAKE ACTION OF DECEMBER 2023 FINANCIAL REPORTS- PREPARED BY R. FENTON, CPA.**

Commissioner D. Weeden made a motion to approve the Master Accounts, Section 8 Accounts, all bank accounts, and Credit Cards; it was seconded by commissioner M. Pegolo. There being no further discussion. The vote was unanimously approved and accepted.

**6.COMMUNICATION/CORRESPONDENCE**

Executive Director A. Harrison recommended putting out an RFP for the administration of the Section 8 Program, in order to help with the voucher utilization issue in the area due to low inventory of units. He reported he would keep the board up to date with the process.

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

**Office Report:** Tar's ending numbers for the month of December 2023.

CC-active tenant's balance: \$3,319.27      QH-active tenant's balance: \$ 320.84

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The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

CC-move out balance: \$0 QH-move out balance \$ 0

The PHA currently has 47 regular housing vouchers leased, 25 Project Based Voucher, 4 families that ported out for a total of 76 with 13 families shopping for units.

**8.OLD/NEW BUSINESS**

**a. RESOLUTION 2024-1-2**

**RESOLUTION 2024-1-2  
Lease Addendum Late Charges Policy  
for Chatham Court and Quarry Heights Properties**

**A RESOLUTION** authorizing the approval of Lease Addendum Late Charges for Chatham Court and Quarry Heights Properties.

**WHEREAS** the Board of Commissioners (the “Board”) of the Portland Housing Authority adopted its Resolution No. 2024-1-2 to amend following language of \$30.00 late charge.

The reason for this modification is to comply with the new state statute limiting late fees that can be charged by the landlord to the tenant.

And to now read as follows:

“Failure to pay rent in full by the 10<sup>th</sup> of each month shall result in a late charge of \$5.00 per day to a maximum amount of \$50, or 5% of the tenant’s share of the rent due, whichever is less.”

**ADOPTED** by the Board of Commissioners of the Portland Housing Authority at its regular meeting open to the public on January 16, 2024.

It was moved by **Commissioner S. Malecky** and seconded by **Commissioner D. Weeden** to approve the above Resolution.

Upon roll call, the vote was : Ayes-5 Nays-0

**Chairperson S. Malecky** declared the motion passed unanimously and the resolution adopted.  
Dated as of January 16, 2024

**b. RESOLUTION 2024-1-3**

**RESOLUTION 2024-1-3  
Lease Addendum Pet and Assistance Animal Policy**

**A RESOLUTION** authorizing the approval of pet and assistance animal ownership and responsibility.

**WHEREAS** the Board of Commissioners (the “Board”) of the Portland Housing Authority adopted its Resolution No. 2024-1-3 to amend the pet policy.

And to now read as follows:

The purpose of this policy is to establish the Portland Housing Authority’s policy and procedures for ownership of assistance animals for disabled residents with a disability related need for an assistance animal to ensure that no applicant or resident is discriminated against regarding admission or continued occupancy because of

ownership of an assistance animal. It also establishes reasonable rules governing the keeping of assistance animals.

**ADOPTED** by the Board of Commissioners of the Portland Housing Authority at its regular meeting open to the public on January 16, 2024.

It was moved by **Commissioner S. Malecky** and Seconded by **Commissioner D. Hallas** to approve the above Resolution.

Upon roll call, the vote was: Ayes-5 Nays-0

**Chairperson S. Malecky** declared the motion passed unanimously and the resolution adopted.

Dated as of January 16, 2024

**c. RESOLUTION 2024-1-4**

**RESOLUTION 2024-1-4**

PHA ACOP Policy -Caused Errors or Program Abuse

**A RESOLUTION** authorizing the approval of ACOP policy change for De Minimis Errors [24CFR 5.609(c) (4); HUD Notice PIH 2023-27]

**WHEREAS** the Board of Commissioners (the “Board”) of the Portland Housing Authority adopted its Resolution No. 2024-1-4 to amend following language.

The reason for this modification is to comply with HUD Notice PIH 2023-27.

And to now read as follows:

The PHA will not be considered out of compliance when making annual income determinations solely due to de minimis errors in calculating family income. A de minimis error is an error where the PHA determination of family income deviates from the correct income determination by no more than \$30.00 per month in a monthly adjusted income (\$360 in annual adjusted income) per family.

PHAs must take corrective action to credit or repay a family if the family was overcharged rent, including when PHAs make de minimis errors in the income determination. Families will not be required to repay the PHA in instances where the PHA miscalculated income resulting in a family being undercharged for rent. PHAs state in their policies how they will repay or credit a family the amount they were overcharged as result of the PHA’s de minimis error in income determination.

**PHA Policy**

The PHA will reimburse a family for any family overpayment of rent, regardless of whether the overpayment was the result of staff – caused error, staff program abuse, or a de minimis error. Any amount under twelve months of the family’s current rental amount may be reimbursed through a monthly credit. Any amount of overpayment exceeding twelve months will be refunded in a lump sum.

It was moved by **Commissioner S. Malecky** and seconded by **Commissioner M. Pegolo** to approve the above Resolution.

Upon roll call, the vote was: Ayes-5 Nays-0

**Chairperson S. Malecky** declared the motion passed unanimously and the resolution adopted.

Dated as of January 16, 2024.

**9. ADJOURNMENT**

At 5:40 pm, Chairperson S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director