



# 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  
Cynthia Ferraro, Tenant Commissioner

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Commissioner S. Malecky called the Regular Meeting of the Portland Housing Authority to order on April 18, 2022, at 5:00 p.m. at the Quarry Heights, Community Center.

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

**PRESENT:** Chairperson Susan Malecky, Vice Chairperson Deborah Hallas, Commissioner Matt Pegolo, and Tenant Commissioner Cynthia Ferraro.

**STAFF:** Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, and Carol Diaz Administrative Housing Assistant, and Holly Kobayashi Resident Service Coordinator.

**ABSENT:** None

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

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

## **3. PUBLIC PARTICIPATION:**

Marlene Kollias introduced herself and presented to the Board of Commissioners two written reference letters that she had previously submitted to the PHA in reference to her dog. She continued to mention she believes a group of residents are attempting to band together with the intention of convincing the PHA that her dog is aggressive due to her breed.

Suzanne Fecteau spoke about her concern regarding the bathroom emergency pull cord, she is not aware of the policy regarding that and feels none of her neighbors know what to do when its pulled.

Allen Harrison explained there is no policy with regard to when a tenant pulls the emergency cord, the neighborly thing to do is help but the emergency respond unit will show when cord is pulled. The Fire Alarm system is tested yearly by Integrated Technical Systems.

## **4. APPROVAL OF THE REGULAR BOARD MEETING MINUTES HELD March 21, 2022.**

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held March 21, 2022, and it was seconded by commissioner C. Ferraro. Vote was unanimously approved and accepted.

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

Commissioner M. Pegolo made a motion to approve March 2022 Financial Reports and it was seconded by commissioner C. Ferraro. Vote was unanimously approved and accepted.

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**6.COMMUNICATIONS/CORRESPONDENCE**

None

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

Carol Diaz reported Chatham Court and Quarry Heights are currently at 100%. No notices to quit were served. Waitlist numbers have been updated and there are plans to open the waitlist for new applicants in the coming months.

**Office Report:** Tar’s ending numbers for the month of March 31, for 2022.

|                             |          |                             |          |
|-----------------------------|----------|-----------------------------|----------|
| CC-active tenant’s balance: | \$210.00 | QH-active tenant’s balance: | \$ 76.00 |
| CC-move out balance:        | \$0      | QH-move out balance         | \$ 0.00  |

The PHA currently has 49 regular housing vouchers leased as of March 25 Project Based Voucher at QH , 3 families that ported out for a total of 77 with 9 families looking for units.

**Maintenance Report:**

29 work orders created for the month and 29 completed. 0 emergency work orders and 6 annual inspections where conducted. Spring cleanup over the next few weeks weather permitting for each site.

**Resident Service Coordinator Report:**

Holly began working on Monday, March 21, 2022. In the first few weeks she focused on meeting residents at Quarry Heights and Chatham Court. She has meet with Quarry Heights residents to address complaints/ disputes amongst. Holly has contacted Chatham Court flat renters to encourage our tenants to apply for the Habitat for Humanity home in East Hampton and introduce them to First-Time Homebuyers Programs available in the area in which they can participate. Holly has experience with her last Housing Authority where one of her clients was able to purchase a home in her self-sufficiency program and another client won the Habitat for Humanity home in Green St. in Bristol. She has introduced herself to local resource centers such as the Portland Library, Portland Historical Society, Portland Senior Center, Portland Food Pantry, and the Portland Parks and Rec. and Family Services. She is also looking to provide teens in the property with resources to connect them with available jobs. She will continue to focus on building her list of local providers in order to supply resources, activities and programs to both Quarry Height and Chatham Court residents.

**8. OLD/NEW BUSINESS**

**a. Resolution 22.4.1**

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| <p><b>BOARD OF HOUSING COMMISSIONERS’ <u>RESOLUTION NO. 22-4-1</u></b><br/> <b>AUTHORIZING SUBMISSION OF HUD REPOSITIONING APPLICATIONS</b></p> |
|---|

WHEREAS, the Housing Authority of the Town of Portland (PHA) seeks to secure funding for the rehabilitation of its public housing program properties;

WHEREAS, the Repositioning programs of the United States Department of Housing and Urban Development (HUD) which include, but are not limited to, Rental Assistance Demonstration (RAD), Section 18 Demolition Disposition (Sec. 18), RAD/Sec. 18 Blends, and Streamlined Voluntary Conversion allows public housing program properties to convert to a different funding platform with project-based Section 8 rental assistance contracts;

WHEREAS, the conversion process also allows for the use of Low-Income Housing Tax Credits (LIHTC), public or private debt, and grant funds for financing rehabilitation of the properties; and

WHEREAS, the PHA Board of Housing Commissioners, the Governing Body of PHA, finds that it is in the long-term best interest of PHA to pursue Repositioning conversions of selected Public Housing program properties to facilitate the rehabilitation of the properties;

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NOW, THEREFORE, BE IT RESOLVED BY THE PHA BOARD OF HOUSING COMMISSIONERS, the governing body of the PHA that:

1. The Board authorizes the submission of Relocation applications by PHA to HUD for the conversion of PHA owned public housing properties.
2. The Executive Director is authorized to take all necessary action to execute and provide certifications and to submit to HUD for approval Relocation applications for the conversion of PHA Public Housing properties
3. The Executive Director is hereby appointed as agent of the PHA to execute all necessary Agreements and instruments for and on behalf of PHA to participate in the HUD's various relocation programs.

It was moved by Commissioner **M. Pegolo** and seconded by Commissioner **D. Hallas** to approve the above Resolution. PASSED and ADOPTED this 18th day of April 2022.

Upon roll call, the vote was: Ayes: 4

Nays: 0

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

### **9. ADJOURNMENT**

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

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director