



Housing Authority of the Town of Portland

9 Chatham Court, Portland, CT 06480

Executive Officer
Allen Harrison

Phone: (860) 342-1688
Fax: (860) 342-3961
Website: portlandha.org

Board of Commissioners
Susan Malecky, Chair
Deborah Halls, Vice Chair
Bruce Graves, Commissioner
Matthew Pegolo, Treasurer
Cynthia Ferraro, Tenant Commissioner

Commissioner M. Pegolo called the Regular Meeting of the Portland Housing Authority to order on March 21, 2022, at 5:00 p.m. at the Chatham Court, Community Center.

1. CALL TO ORDER/ ROLL CALL

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

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

ABSENT: Commissioner Bruce Graves and Chairperson Susan Malecky

2. ACCEPTANCE OF THE AGENDA

Commissioner M. Pegolo tabled item 9b in the agenda, resolution 22/3/2 Section 18 Demo/Dispo Public Housing Conversion until the next board meeting. It was then moved by Commissioner D. Hallas and seconded by Commissioner C. Ferraro to accept the agenda as amended. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION:

No public participation

4. APPROVAL OF THE PUBLIC BOARD MEETING MINUTES HELD February 14, 2022.

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held on February 14, 2022, and it was seconded by Commissioner M. Pegolo. Vote was unanimously approved and accepted.

5. APPROVAL OF THE SPECIAL BOARD MEETING MINUTES HELD March 10, 2022.

Commissioner C. Ferraro made a motion to approve Board Meeting Minutes held March 10, 2022, and it was seconded by commissioner D. Hallas. Vote was unanimously approved and accepted.

6. REVIEW AND TAKE ACTION OF February 2022 FINANCIAL REPORTS- PREPARED BY R.FENTON, CPA.

Commissioner D. Hallas had a question regarding the Chatham Court oil, if the PHA was under contract for a specific rate?

Executive Director, Allen Harrison explained that the PHA is piggybacking of the town contract with CRCOG. In July 2021, the PHA locked in a price for 2022 with the prediction the prices would rise due to COVID 19.

Commissioner M. Pegolo questioned if the remaining oil fuel should be listed in the financials as inventory, for the purpose of keeping track of the remaining fuel that's on the Chatham Court site.

Dan Rafaniello Staff Accountant explained the oil fuel is considered an expense when you purchase it. At the end of April, the oil gets topped off at the end of every season.

Commissioner M. Pegolo requested a motion to approve February 2022 Invoices for the Operating Expenses Master Account & Section 8 Accounts. Commissioner C. Ferraro made a motion to approve, and it was seconded by commissioner D. Hallas. Vote was unanimously approved and accepted.

There being no further discussion

Commissioner M. Pegolo requested a motion to approve February 2022 Bank accounts and Credit Cards Commissioner C. Ferraro made a motion to approve, and it was seconded by commissioner D. Hallas. Vote was unanimously approved and accepted.

7. COMMUNICATIONS/CORRESPONDENCE

Executive Director, Allen Harrison related to the Board of Commissioners per Chair Susan Malecky that Commissioner Bruce Graves presented his resignation to the Board of Commissioners. He also communicated UNITED CT program has shut down assistance with those who have COVID 19 rental hardship and would only pay for the tenants who applied before February 2022.

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

Carol Diaz reported Quarry Heights is currently at 100%. Chatham Court had one vacancy and it was filled in that same month. One notices to quit was served. Carol Diaz communicated per Sue Nellis there are no uncollected debts from vacated tenants from Chatham Court or Quarry Heights for the year ending. So, there will be no Write -Offs year ending 3/31/2022.

Office Report: Tar's ending numbers for the month of February 2022:

CC-active tenant's balance:	\$1,439.00	QH-active tenant's balance:	\$ 61.00
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

The PHA currently has 50 regular housing vouchers leased as of February 1st, 25 Project Based Voucher at QH, 3 families that ported out for a total of 78 with 6 families looking for units.

Maintenance Report: 56 Work Orders created for the month 4 Work Orders remain open. Average turnaround time for regular work orders is 2 days. 2 emergency work orders for this month and 7 annual inspections. Jeff has attended a training/seminar that NAHRO hosted. Maintenance staff (Jeff and Sean) have also taken an OSHA/safety training this month. Fire/emergency light testing have been inspected at both properties. Maintenance dept has busy with snow removal and keeping up with the grounds on daily basis at both Properties along with weekly cleanings of community rooms and laundry rooms.

9. OLD/NEW BUSINESS

- a) **Review and Take Action on Resolution 22.3.1 Board of Commissioners By- Laws.**

RESOLUTION 22.3.1 **BOARD OF COMMISSIONERS BY-LAWS**

WHEREAS, the Commissioners of the Portland Housing Authority have reviewed the Amendments to by-laws; and

WHEREAS, the by-laws of the Authority shall be amended only by resolution, adopted by the affirmative vote of at least three (3) Commissioners of the Authority at a regular or a special meeting, held after seven (7) days written notice of the substance of the proposed amendments.

BE IT THEREFORE RESOLVED that the Commissioners of the Portland Housing Authority certify and approve the updated by-laws.

FURTHERMORE, that the Executive Director be, and hereby is, authorized to submit to the Town the amended by-laws of the Portland Housing Authority.

It was moved by commissioner C. Ferraro and seconded by commissioner D. Hallas to adopt the above Resolution as

introduced and read. Upon roll call, the “Ayes” and “Nays” were as follows:

Upon roll call, the vote was: Ayes 3
Nays 0

Commissioner M. Pegolo declared the motion passed unanimously and the resolution adopted.

b) Review and Take Action on Resolution 22.3.2 Section 18 Demo/Dispo Public Housing Conversion.

Tabled item 9b until the next board meeting.

10.ADJOURNMENT

At 5:30 pm, Commissioner M. Pegolo made a motion to adjourn the meeting, and the motion was seconded by Commissioner C. Ferraro. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director