



# 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  
Bruce Graves, Commissioner

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Chair S. Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday January 10, 2022, at 5:05 p.m. at the Chatham Court, Community Center.

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

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

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

**OTHERS:** Jason Geel from Maletta & Company

**ABSENT:** None

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

Allen Harrison amended the agenda to read March 2021 Audit presentation.

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

## **3. ANNUAL CERTIFICATIONS OF COMPLIANCE WITH PHA PLAN AND RELATED REGULATIONS.**

### **RESOLUTION 22-1-1**

**WHEREAS**, the Commissioners of the Portland Housing Authority have reviewed the Annual Agency Plan and Certification; and

**WHEREAS**, The Commissioners feel, to the best of their knowledge, said assessment was prepared accurately.

**BE IT THEREFORE RESOLVED** that the Commissioners of the Portland Housing Authority certify to the best of their knowledge, that the Annual Agency Plan and Certification is true and accurate for the fiscal year ending March 31, 2023; and

**FURTHERMORE**, that the Executive Director be, and hereby is, authorized to approve the Annual Plan Certification and electronically submit it to HUD.

It was moved by commissioner Matt Pegolo and seconded by commissioner Bruce Graves to adopt the above Resolution as introduced and read. Upon roll call, the "Ayes" and "Nays" were as follows:

Ayes 5

Nays 0

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

**4.FYE MARCH 2021 Audit presentation, prepared and presented by Jason Geel, from Maletta & Company.**

Jason Geel gave a quick summary of the audit. The main areas covered in the audit were the financial statements and making sure the PHA is in compliance with State and Federal Regulations. There were no current year financial statement findings or questioned costs. Jason Geel addressed the pilot and he assured it was being charged correctly and being paid correctly. All past recommendations from previous audits were met and implemented. Revenue is up for all programs which generates great reserves and the PHA is running with great operating results and management.

**5.Public Participation**

None

**6.APPROVAL OF THE BOARD MEETING MINUTES HELD DECEMBER 13, 2021.**

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held December 13, 2021, and it was seconded by commissioner M. Pegolo

Vote was unanimously approved and accepted.

**7. REVIEW AND TAKE ACTION OF DECEMBER 2021 FINANCIAL REPORTS- PREPARED BY R.FENTON, CPA.**

Commissioner M. Pegolo made a motion to approve December 2021 Financial Reports and it was seconded by commissioner D. Hallas.

Vote was unanimously approved and accepted.

**8.COMMUNICATIONS/CORRESPONDENCE**

None

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

Susan Nellis reported the PHA currently has 52 regular housing vouchers leased as of January 1<sup>st</sup>, 17 Project Based Voucher at QH , 3 families that ported out for a total of 72 with 9 families looking for unit. The PHA intent is to add 8 more units at Quarry Heights with current tenants with no assistant that could you use it which will then raise the number of PBV Vouchers to 25. It will then increase the 72 to 80 and then fill the remining 6 by March of 2022.

The PHA will increase the PBV from 20% to 30%. We have contacted HUD and they have approved the changes in efforts to creating more affordable housing for our current tenants.

Executive Director from Middletown Housing Authority has reached out to Executive Director Harrison, to suggest a collaboration. He suggested he could provide PBV vouchers to 20 units at Quarry Heights that don't have any assistance. No decisions have been made at this time and the board will be kept updated as discussions further.

**Office Report:** Tar's ending numbers for the month of December 31 for 2021.

CC-active tenant's balance:	\$907.00	QH-active tenant's balance:	\$ 75.00
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

Carol Diaz reported Chatham Court and Quarry Heights is currently at 100%. No notices to quit were served. The numbers on the waitlist haven't fluctuated to much due of the lack of move outs. Over the next 2 to 3 months the PHA will be reopening the State and Section 8 Waitlist. Maintenance is up to date with work orders. New part time employee has started to help out with maintenance. BJ our resident service coordinator has submitted her resignation and announced she will be taking an early retirement due to personal reasons.

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Chair S. Malecky moved that the Board approve the Executive Directors Report as presented. The motion was seconded and approved.

**10. OLD/NEW BUSINESS**

a. Review of By-Laws- Commissioner M. Pegolo suggested to amend Article 2- Officers, section 4 to read, The compensation of the Executive Director shall be determined by the Board. Executive employment agreement; may be revised by addendum every calendar year for performance base raises and or other matters.

Fix typo on page 4 article 3 meeting under regular meeting.

Commissioner D. Hallas expressed that a conflict-of-interest section would be useful to add to the bylaws.

Allen Harrison would update the draft of the bylaws and it will continue revisions at the next board meeting. There being no further discussion. Unanimous vote, motion carried.

**11. EXECUTIVE SESSION TO DISCUSS EVALUATION OF PHA EXECUTIVE DIRECTOR**

At 6:21 pm Chair S. Malecky moved that the Board enter into executive session. The Board of Commissioners is to enter Executive Session to discuss evaluation of PHA Executive Director. A second motion was made to invite Allen Harrison into Executive session. The motion was seconded and approved.

A third motion was made at 6:45 pm to excuse Executive Director Allen Harrison out of Executive session. The motion was seconded and approved.

A fourth motion was made at 7:25 pm to invite Allen Harrison back into Executive session. The motion was seconded and approved.

There being no further discussion. Unanimous vote, motion carried.

Chair S. Malecky declared the meeting in open session at 7:26 pm and the meeting was reconvened.

**12. POST EXECUTIVE SESSION DISCUSSION AND POSSIBLE ACTION REGARDING EVALUATION**

Chair S. Malecky moved that the Board approve the evaluation raise for the Executive Director effective April 1, 2022, and the motion was seconded by Commissioner D. Hallas.

**13. ADJOURNMENT**

At 7:39 pm, Chair S. Malecky made a motion to adjourn the meeting, and the motion was seconded by Commissioner Matt Pegolo. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director

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