



## 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: [www.portlandha.org](http://www.portlandha.org)

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

Commissioner S. Malecky called the Annual Board Meeting of the Portland Housing Authority to order on May 16, 2022, at 5:00 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, and Tenant Commissioner Cynthia Ferraro.

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

**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:** None

### **4. APPROVAL OF THE REGULAR BOARD MEETING MINUTES HELD April 18, 2022.**

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held April 18, 2022, and it was seconded by commissioner C. Ferraro. Vote was unanimously approved and accepted.

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

Dan Rafaniello- Staff Accountant reported that everything has been done to finalize the closing of the fiscal year 4/1/2021 to 3/31/2022. The FASS (Financial Assessment Subsystem) report has been submitted to HUD by Richard Fenton. The PHA is ready for the end year audit with Jason Geel that will happen sometime in August.

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

### **6. COMMUNICATIONS/CORRESPONDENCE**

Allen Harrison reported that June 15, 2022, is the Town Council meeting for the Board of Selectmen, Ryan Curley requested to have Nathan Bondar attend to explain the conversion and the process.

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

Carol Diaz communicated Chatham Court and Quarry Heights are currently at 100% occupied. Two Kappa Notices for 2 residents at Quarry Heights for serious nuisance issues. Waitlist opening is on the to do list, the software company is working on finalizing the software for applicants to apply online.

**Office Report:** Tar’s ending numbers for the month of April 30, for 2022.

CC-active tenant’s balance:	\$179.00	QH-active tenant’s balance:	\$ 0.00
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

The PHA currently has 50 regular housing vouchers leased as of April 25 Project Based Voucher at QH , 4 families that ported out for a total of 79 with 9 families looking for units.

**8.ANNUAL REPORT:**

Allen Harrison presented a quick summary report for fiscal year ending 3/31/2022.

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

**9.ELECTION OF OFFICERS:**

a. Resolution 22-5-1

**ELECTION OF OFFICERS-RESOLUTION 22-5-1**

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 Commissioner C. Ferraro and seconded by Commissioner M. Pegolo.

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

Commissioner S. Malecky declared the motion passed unanimously and the resolution adopted on May 16, 2022.

Allen Harrison reported that Dan Weeden was approved by the Town to become the new PHA commissioner.

**10.OLD/NEW BUSINESS**

Commissioner D. Hallas inquired about the summer lunch program and Parks and Recreation Department activities for the summertime.

Chair S. Malecky mentioned it may be a conflict of interest and would double check with the attorney, regarding Sarah’s on Main contributing to the summer lunch program.

ED Allen Harrison mentioned he could contact the distributor directly and see if it can be done that way.

**9.ADJOURNMENT**

At 5:36 pm, Chair S. Malecky made a motion to adjourn the meeting, and the motion was seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director