



## 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 Special Board Meeting of the Portland Housing Authority to order on April 19, 2023, at 5:04 p.m. at the Quarry Heights community room.

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

**STAFF:** Allen Harrison Executive Director, and Dan Rafaniello Staff Accountant.

**2. ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to approve the agenda as presented. There being no further discussion. The vote was unanimously approved and accepted.

**3. PUBLIC PARTICIPATION:** None

**4. APPROVAL OF THE SPECIAL PUBLIC MEETING MINUTES HELD MARCH 16, 2023.**

Chairperson S. Malecky requested a motion to approve Special Meeting Minutes held March 16, 2023. It was then seconded by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

**5. APPROVAL OF THE REGULAR MEETING MINUTES HELD MARCH 20, 2023.**

Chairperson S. Malecky requested a motion to approve Regular Meeting Minutes held March 20, 2023. It was then moved by Commissioner D. Weeden and seconded by Commissioner M. Pegolo to approve. There being no further discussion. The vote was unanimously approved and accepted.

**6. REVIEW AND TAKE ACTION OF MARCH 2023 FINANCIAL REPORTS- PREPARED BY R. Fenton, CPA.**

Commissioner M. Pegolo mentioned line 3610 in the Quarry Heights Operating Statement should be changed to STIF State of CT investments, he also inquired the Revolving fund statement the HCV Finder's fee and what it pertained to. Allen Harrison explained that it was an incentive for the HCV landlord in order to increase our section 8 vouchers and landlords.

Chairperson S. Malecky made a motion to approve the March 2023 financial reports prepared by R. Fenton; it was seconded by commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

**7. COMMUNICATION/CORRESPONDENCE**

Allen Harrison communicated to the board members that Ruth Mayo reached out to him regarding housing for a friend, how the process works and her concerns regarding housing.

Jessie Revicki is working along with the PHA to bring more programs into Chatham Court Community room for the children. Allen Harrison also announced that a position has opened in the RAB board, and he is currently looking for any interested candidates.

Chairperson S. Malecky inquired if the PHA staff had been trained for potential violent situations in the workplace and suggested it would be a good idea to equip the staff with training on how to handle violent situations.

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

**Report:** Tar’s ending numbers for the month of February 2023.

CC-active tenant’s balance:	\$392.20	QH-active tenant’s balance:	\$ 417.84
CC-move out balance:	\$0	QH-move out balance	\$ 1314.77

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	29
<b>Total</b>	<b>76</b>

**9. OLD BUSINESS/ NEW BUSINESS**

**a) Audit:** Allen Harrison reported the audit engagement letter and organizer has been sent to the PHA to begin providing information for the audit. The audit is expected to begin in July and hopefully be done by September for presentation. Jason Geel also informed the PHA his contract is expiring, and he has been our auditor for the last six years.

**b)Phase 2 Environmental:** ESA Report came back, and it did show two areas with pesticides in the ground and no oil contamination. It’s been suggested to perform phase 3 in those two areas and remove the contaminated soil once the Phase 3 testing is completed.

**10.ADJOURNMENT**

At 5:35 pm, Chair S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison

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Executive Director