



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

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on August 21, 2023, at 5:02 p.m. at the Quarry Heights community room.

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

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

ABSENT: Matthew Pegolo

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 MEETING MINUTES HELD July 17, 2023.

Chair S. Malecky requested a motion to approve the Regular Meeting Minutes held July 17, 2023. It was moved by Commissioner C. Ferraro to approve and seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

5. REVIEW AND APPROVE FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Tenant Commissioner C. Ferraro had a question regarding the meaning of ABA in the Analysis and Summary of Housing Choice Voucher Program Expenditures report.

Staff accountant D. Rafaniello responded that ABA is the Annual Budget Authority.

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

Report: Tar's ending numbers for the month of July 2023.

Regular Housing Voucher leased	47
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	31
Total	74

CC-active tenant's balance: \$1210.00 QH-active tenant's balance: \$ 778.84
CC-move out balance: \$0 QH-move out balance \$ 0

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The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

Chairperson S. Malecky requested a motion to approve the Executive Director's Report; it was then moved by commissioner C. Ferraro and second by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

7. OLD BUSINESS/ NEW BUSINESS

a) Cooperation Agreement: The next town council meeting scheduled for September 6, 2023, the PHA topic for the Cooperation Agreement is on the agenda to keep the pilot agreement the same.

b) Gas Co.: Allen Harrison communicated he had moved forward with providing a check for 31,000. to the Gas company for the installation agreement which explains the installation of gas lines and set up of the meters on the property for Chatham Court. The plan is to do the generators and boilers at the same time with the reserves that need to be spent down or allocated, before the RAD conversion.

c) Lunch program: The lunch program has ended, and it ran for 6 weeks. Allen Harrison expressed his gratitude to commissioner D. Weeden. for his hard work along with the food distributor who collaborated to make the lunch program such a success.

d) Maintenance employee: Owen P. our temp. maintenance person will become a full-time employee with the PHA starting August 28, 2023.

8. FINANCIAL POLICIES AND PROCEDURES GUIDEBOOK

a) Resolution 2023-8-1

Portland Housing Authority/RESOLUTION 2023-8-1

A RESOLUTION authorizing the approval of the FINANCIAL POLICIES AND PROCEDURES GUIDEBOOK.

WHEREAS the Board of Commissioners (the "Board") of the Portland Housing Authority adopted its Resolution No. 2023-8-1 to approve the Financial Policies and Procedures Guidebook.

ADOPTED by the Board of Commissioners of the Portland Housing Authority at its regular meeting open to the public on August 21, 2023.

HOUSING AUTHORITY of Portland: *SUSAN MALECKY*
Chairperson, Susan Malecky

ATTEST: *ALLEN HARRISON*
Secretary, Allen Harrison

9. ADJOURNMENT

At 5:32 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

Allen Harrison
Executive Director