



# Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer  
Allen Harrison

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Board of Commissioners  
Dawn Wadding, Chair  
Susan Malecky, Vice Chair  
Deborah Hallas, Secretary  
Matthew Pegolo, Treasurer  
Jasmin Nunez, Tenant Commissioner

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Chair Dawn Wadding called the Regular Meeting of the Portland Housing Authority to order on Monday February 22, 2021 at 11:00 a.m. virtually, through GoToMeeting for Public Access.

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

**PRESENT:** Chairperson D. Wadding, Vice Chairperson Susan Malecky, Commissioner, Deborah Hallas, Commissioner, Matthew Pegolo, Commissioner, Jasmin Nunez.

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

**ABSENT:** None

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

Allen Harrison amended the agenda to add the flat rent approval, under old/new business. It was then moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to approve. Vote was unanimously approved and accepted.

## **3. PUBLIC PARTICIPATION**

Suzanne Fecteau complimented the PHA on the new automated calling service Text Em All, she likes the idea of the PHA reaching all the tenants at once when snow removal is necessary.

Cynthia Ferraro complimented Jon Twichell and whoever else is assisting him with the snow removal process. She also mentioned that the recycle bins have not been emptied in a couple of weeks.

## **4. APPROVAL OF THE SPECIAL MEETING MINUTES – held January 11, 2021**

It was moved by Commissioner S. Malecky and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

## **5. APPROVAL OF THE REGULAR MEETING MINUTES – held January 11, 2021**

It was moved by Commissioner S. Malecky and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

## **6. REVIEW AND TAKE ACTION OF JANUARY 2021 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.**

Motion was made by Commissioner M. Pegolo and it was second by Commissioner D. Hallas to approve Januarys 2021 Financial Reports prepared by Richard Fenton, CPA

Commissioner Pegolo inquired about Quarry Heights laundry vending revenue; he noticed the line item had increased by 1900 % the budget was \$300.00, and it was increased by \$6000.00. Dan Rafaniello explained that line items were combined because our internal budget versus the one they submit to CHFA has a bit of a different format.

Commissioner Pegolo questioned line item 4230 Chatham Court, resident services budget, he noticed it was reduced by \$6400.00. Allen Harrison explained they modified some line items regarding BJ Carrabbia salary line in the budget and allocated that line for the summer lunch program if the Board of Ed decided not to supply it, the PHA has allocated a budget for that.

There being no further discussion.

**6. RESOLUTION 21-2-1- (Attached) Read by Chair D Wadding:**

It was moved by Commissioner M. Pegolo and seconded by Commissioner S. Malecky to approve the Resolution. Vote was unanimously approved and accepted.

**RESOLUTION 21-2-2 (Attached) Read by Chair D Wadding:**

It was moved by Commissioner S. Malecky and seconded by Commissioner D. Hallas to approve the Resolution. Vote was unanimously approved and accepted.

**7. EXECUTIVE DIRECTORS REPORT**

Carol Diaz and Allen Harrison explained Text Em All services to the board of commissioners, it is an automated calling system to reach tenants with reminders such as snow removal times, rent collection, landlords, event invites and community activities. Carol Diaz reported both Chatham Court and Quarry Heights are at 100% occupancy.

Sue Nellis Tar's ending numbers for the month of January 31 for 2021.

CC-active tenant's balance:	\$329.94	QH-active tenant's balance:	\$ 0
CC-move out balance:	\$3,681.69	QH-move out balance:	\$ 0

HCV Lease units for January 31, 2021: Regular Housing Voucher leased 64, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 87 and 0 outstanding vouchers. The PHA continues to have very low tenant balances which is good for the budget. No vouchers will be issued, the PHA is at the number it should be.

Allen Harrison reported back that work orders are up to date and the new mailboxes at Quarry Heights will be replaced later this week.

BJ Carrabbia informed the board of commissioners that at this time she is working with the Senior Center of Portland to coordinate vaccines available for our residents ages 75 and older with underlying medical conditions. Everyone is having a hard time finding vaccines and the other issue is transportation for those residents who do not own a vehicle. She has advised residents to continue looking for vaccines on their own as well and will keep everyone updated if the town coordinates a vaccine clinic for our residents.

**8. New Business/Old Business**

**a. Needs Assessment:** Its scheduled for February 23, 2021. In 2 to 3 weeks, we will have a needs assessment report for the property.

**b. RFP Modernization Management & Planning Services:** The consultant would look at the need's assessment report and advise the PHA based on their findings if Chatham Court would be eligible to do a RAD Conversion, streamlined conversion or any other program that would benefit the PHA sustainability of Chatham Court.

**c. Flat Rents** pertain to Chatham Court residents only. The department of Housing and Urban Development requires the PHA's to establish flat rents at no less than 80% of the Fair Market Rents. The following are the current fair market rents for this area.

Fair Market Rents →	2 bedrooms=\$1,360.00	3 bedrooms=\$1,690.00	4 bedrooms=1,980.00
Flat Rents →	2 bedrooms=\$1,025.00	3 bedrooms=\$1,276.00	4 bedrooms=1,494.00

80% of the Fair Market Rents minus the utility allowance equals Flat rents. Residents have the choice of using a flat rent or income-based rent calculation. Flat rents can be used whenever the tenants calculated rent (30% of adjusted monthly income) more than the established flat rent. For residents currently paying a flat rent, these new flat rents will be implemented at their next annual recertification.

It was moved by Commissioner D. Hallas and seconded by Commissioner S. Malecky to approve the increase in flat rents. Vote was unanimously approved and accepted.

**9. Adjournment** Chair D. Wadding motioned to adjourn at 11:55 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

*Allen Harrison*  
 Allen Harrison  
 Executive Director

**FEDERAL PROJECTS RESOLUTION 21-2-1**

**ADOPTION OF THE CONVENTIONAL BUDGET  
FYE MARCH 31, 2021**

WHEREAS, the Commissioners of the Housing Authority of the Town of Portland have reviewed the Conventional Budget for the Fiscal Year Ending March 31, 2022.

WHEREAS the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families, and.

WHEREAS no Authority employee has more than 100% of their salary prorated throughout the Programs.

WHEREAS the Financial Plan is reasonable in that it indicates a source of funding under the provisions of the Federal Regulations, and.

WHEREAS it does not provide for use of Federal Funding in excess of that payable under the provisions of the Federal Regulations, and.

WHEREAS, all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract, and.

WHEREAS, pursuant to the rent schedule approved by HUD, the Housing Authority of the Town of Portland certifies that it is in compliance with the requirements of Section 9(b) of the United States Housing Act, and with the provisions of Section 913-106, and 913-107 of the Final Rule published May 21, 1984, in that the aggregate annual gross rent of tenants in occupancy and for all new tenants will not be less than an amount equal to 30%.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland, that the Conventional Budget for Federal Projects for the Fiscal Year Ending March 31, 2021 be adopted.

It was moved by Commissioner M. Pegolo and seconded by Commissioner S. Malecky to approve the above Resolution.

Upon roll call, the vote was:

Ayes

Dawn Wadding, Chair  
Susan Malecky, Vice Chair  
Deborah Hallas, Secretary  
Matthew Pegolo, Treasurer  
Jasmin Nunez, Tenant Commissioner

Nays

NONE

Chairperson Wadding declared the motion passed unanimously and the resolution adopted.

**ADOPTION OF THE STATE OF CONNECTICUT RESOLUTION 21-2-2**

**MANAGEMENT PLAN FOR PROJECT E-69 AND E-170 FOR  
THE PERIOD APRIL 1, 2021 THRU MARCH 31, 2022**

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with Department of Housing Regulations on Housing Management for the State Elderly Project, E-69 and E-70 Quarry Heights.

WHEREAS, the Management Plan for the Period April 1, 2021 through March 31, 2022 has been approved for presentation to the Connecticut Housing Finance Authority and Department of Economic Development, State of Connecticut.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Management Plan for the Period April 1, 2021 through March 31, 2022, be adopted.

It was moved by Commissioner S. Malecky and seconded by Commissioner D. Hallas to approve the above Resolution.

Upon roll call, the vote was:

Ayes

Nays

Dawn Wadding, Chair  
Susan Malecky, Vice Chair  
Deborah Hallas, Secretary  
Matthew Pegolo, Treasurer  
Jasmin Nunez, Tenant Commissioner

NONE

Chairperson Wadding declared the motion passed unanimously and the resolution adopted