



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

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

Vice Chairperson Susan Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday April 19, 2021 at 11:10 a.m. virtually, through GoToMeeting for Public Access.

1. CALL TO ORDER/ ROLL CALL

PRESENT: Vice Chairperson Susan Malecky, Commissioner Deborah Hallas, Commissioner Matthew Pegolo and Tenant Commissioner Jasmine Nunez.

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant and Jon Twichell maintenance coordinator.

ABSENT: Chairperson D. Wadding

2. ACCEPTANCE OF THE AGENDA It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION

Cynthia Ferraro was present but no comments were shared by her.

4. APPROVAL OF THE REGULAR MEETING MINUTES – held March 15, 2021

It was moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to amend and approve. Vote was unanimously approved and accepted.

5. REVIEW AND TAKE ACTION OF MARCH 2021 FINANCIAL REPORTS-Prepared by Richard Fenton, CPA.

Commissioner D. Hallas had a question in reference to the Section 8 accounts, the \$19,000 dollar lost. Did it involve people taking their voucher somewhere else or was the reason nonpayment of rent?

Dan Rafaniello Staff Accountant explained it involved a couple of factors and he would investigate it a bit deeper and get back to her.

Vice Chairperson S. Malecky had a question regarding the analysis and summary of the housing choice voucher program expenditures. Some of the expenditures are over 100, how does that happen and how can we have more vouchers than what is told we should have.

Dan Rafaniello Staff Accountant explained that we have 86 vouchers but one month we had 87 vouchers. At 84 vouchers we are at 98% and at 85 vouchers we are at 100%. As long as the years average, averages to what we are supposed to have per year that's what HUD looks for.

Commissioner M. Pegolo raised concern for the unfavorable amount of \$18,000 operating receipts for Chatham court, dwelling rent. He wanted to know the reason for it, and if the PHA can absorb this decrease in income within our budget?

Dan Rafaniello Staff Accountant explained that tenants are recertifying but coming in under than what was budgeted due to COVID 19. The amount of rent we could charge was less than we expected. The amount does not reflect that the tenants own us payments but that we are taking in is less dwelling rent revenue. This reflects the lower amount of rent we had to charge not receivables. April will be the last month in which it will show, it will not hurt us and its due to COVID 19.

Commissioner M. Pegolo questioned line item 4540 retirement and payroll taxes unfavorable amount of \$12,000.

Allen Harrison Executive Director explained that it's a discrepancy in the line item, category issue that will be looked into and cleared up.

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

6. EXECUTIVE DIRECTORS REPORT

Carol Diaz reported both Chatham Court and Quarry Heights are at 100% occupancy. No notices to quit or letters of termination served.

Commissioner M. Pegolo mentioned signing a check for a Section 8 tenant who is now living in Florida, he asked if someone could explain how that works. Commissioner D. Hallas asked how long was the PHA in the hook for paying this Section 8 participant residency in Florida. Vice Chair S. Malecky asked if Section 8 participants recertify annually.

Carol Diaz explained Section 8 has a port out option for tenants, with that the housing authority has a choice of absorbing the tenant or billing the housing authority for the tenant to live in their jurisdiction and admin fees. The tenant does not have an expiration date on the voucher that allows him to live in Florida, unless the tenant does something to violate the program. Yes, they recertify annually.

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

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

HCV Lease units for March 31, 2021: Regular Housing Voucher leased 62, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 85 and 0 outstanding vouchers.

Jon Twichell maintenance coordinator reported his inspections are on time and he is working on a handful of work orders at this time. The computer room has been remodeled in the community room and its ready for some new computers to go inn. He mentioned connecting with the school IT employee and he had mentioned donating some Desktops to the PHA for the community room.

It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo to approve Executive Directors Report. Vote was unanimously approved and accepted.

7.Old Business/New Business

Allen Harrison updated the Board of Commissioners that he had received the needs assessment report back, which lays out 20 years plan as to how much money each year is suggested to spent, what type of improvements should the PHA be doing to the Chatham Court property. For the 20-year period they predicted it will

will cost the PHA 1.5 million dollars for renovations. The needs assessment will be reviewed further to see more specifically what the renovations entail.

Front end renovation of the building will be starting the beginning of May, the appropriate permits from the town have been submitted and approved.

8. Executive Session: Executive Compensation

At 11:58 am Susan Malecky, Vice Chair moved that the Board enter executive session. The Board of Commissioners is to enter Executive Session to discuss Executive Compensation.

A second motion was made to invite Allen Harrison back into Executive session. The motion was seconded and approved. The Executive session concluded at 12:42 pm and the meeting was reconvened.

9. Adjournment

At 12:42 pm executive session concluded, Vice Chair S. Malecky made a motion to adjourn the meeting. It was then moved by Commissioner D. Hallas and seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director

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