



# 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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Vice Chair Susan Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday July 19, 2021, at 5:00 pm.

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

**PRESENT:** Vice Chairperson Susan Malecky, Commissioner, Deborah Hallas, Commissioner, Matthew Pegolo.

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

**ABSENT:** Commissioner Jasmine Nunez and Chair Dawn 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 complimented the trees that were planted in the property. Requested raising the speed bump to control the speed in which people travel or if a sign can be placed by the entrance of the property.

Allen Harrison suggested that maybe this is something to reach out to the Town of Portland about, he understands it is difficult to use the driveway during morning and afternoon rush hour.

## **4. COMMUNICATIONS/CORRESPONDENCE**

**a.** Tenant Letter: Allen Harrison explained he received a letter from a pass tenant requesting the PHA to remove a balance along with a pass eviction with the court that is coming up on her background check.

Vice Chairperson S. Malecky suggested there is a process that needs to be followed when taking care of credit issues.

**b. Summer Lunch Program:** Allen Harrison informed the board that he had received an email from Charles D. Britton, Ed. Superintendent, of the Portland Public Schools explaining the reason as to why they were only able to offer the Sumer Lunch program until July 30, 2021. In order for them to cover the labor costs and food costs, they needed the PHA to average at least 200 lunches per day. The PHA has a plan that will carry out to pick up after the school summer lunch program ends until August 20, 2021.

**5. APPROVAL OF THE REGULAR MEETING MINUTES – held June 21, 2021**

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

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

Commissioner D. Hallas had a question regarding the QH tenants accounts receivable- Net of (7,598.53) and if that has to do with a loss of revenue or recertification due to Covid?

Dan Rafaniello Staff Accountant explained that \$7,598.53 is a negative asset that needs to be adjusted, he does not believe its anything that is owed to the tenants or that is owed to the PHA but will investigate it further.

Vice Chairperson S. Malecky asked the status of the Eviction Moratorium and if there are tenants with rent balances.

Allen Harrison reported that the PHA does not have any residents with pending balances. The PHA has been advised of the Unite CT program that helps tenants with rent payments before the PHA can file for eviction due to nonpayment of rent.

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

**7. EXECUTIVE DIRECTORS REPORT**

a. Office Report: Carol Diaz reported both Chatham Court and Quarry Heights is at 100% occupancy. No notices to quit or letters of termination served.

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

|                             |     |                             |           |
|-----------------------------|-----|-----------------------------|-----------|
| CC-active tenant's balance: | \$0 | QH-active tenant's balance: | \$ 155.00 |
| CC-move out balance:        | \$0 | QH-move out balance:        | \$ 0      |

HCV Lease units for June 2021: Regular Housing Voucher leased 59, Project Based Voucher leased 17, Ported out vouchers 6, Total Leased Voucher 82 and 3 outstanding vouchers.

Commissioner, Matthew Pegolo had a question regarding Section 8 tenants if they had to follow our nonsmoking policy even if they do not live in one of the PHA properties.

Allen Harrison explained that they would have to follow the landlords house rules and the Section 8 continuance program policy to stay in the program.

b. Maintenance Reports: Jon Twichell, Maintenance Coordinator reported he is all up to date in his work orders. Repairs that need to get done other than that its business as usual. He requested to address the salary study to the Board of Commissioners. Jon T. explained that Allen Harrison approached him with an offer last Friday to bring him to a step 3 on the pay scale from the salary study. He decided to decline the offer and present his 2 weeks' notice to the Board of Commissioners.

Vice Chairperson S. Malecky, informed Jon Twichell that this matter falls under the purview of daily operations of the Executive Director and the Board has no jurisdiction.

Motion was made by Commissioner M. Pegolo, and it was second by Commissioner D. Hallas to approve the Executive Directors Report.

**8.New Business/Old Business**

a. Maintenance truck update: Allen Harrison reported the truck has been ordered and we bought 2022 F250 and it came out to be \$31,592.00 we will not see the truck until January 2022.

b. CONN NAHRO Yard Goats Baseball game July 30, 2021. This program gives an opportunity to inner city kids a chance to go to a ball game. The PHA will be covering the tickets for those families who have signed up.

**9.Adjournment**

Vice Chairperson S. Malecky motioned to adjourn at 6:00 p.m. Commissioner Susan Malecky seconded the motion was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

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Executive Director

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