



# 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  
Bruce Graves, Commissioner  
Jasmin Nunez, Tenant Commissioner

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Commissioner D. Hallas called the Regular Meeting of the Portland Housing Authority to order on Monday November 15, 2021, at 5:03 pm

**1. CALL TO ORDER/ ROLL CALL PRESENT:** Commissioner Deborah Hallas, Commissioner Matthew Pegolo and Commissioner Bruce Graves.

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

**ABSENT:** Chairperson Susan Malecky and Tenant Commissioner Jasmin Nunez

**2. ACCEPTANCE OF THE AGENDA**

Commissioner D. Hallas motioned to table Agenda item 9 and 10 for the next board meeting, until the chair can be present to discuss performance and compensation for the Executive Director. It was then moved by Commissioner M. Pegolo to amend the agenda. Vote was unanimously approved and accepted

**3. PUBLIC PARTICIPATION**

None

**4. COMMUNICATIONS/CORRESPONDENCE**

None

**5. APPROVAL OF THE SPECIAL MEETING MINUTES – held THURSDAY, OCTOBER 21, 2021.**

It was moved by Commissioner M. Pegolo and seconded by Commissioner D. Hallas to approve the regular meeting minutes. Vote was unanimously approved and accepted.

**6. REVIEW/TAKE ACTION OF OCTOBER 2021 FINANCIAL REPORTS-Prepared by R. Fenton, CPA.**

Commissioner M. Pegolo had a question regarding the money market account (Peoples). He noticed the account has a large sum and wondered if the PHA could find a higher interest rate of return for the account.

Dan Rafaniello reported the account has been open for the last 15 years, back when they first opened the account interest rate was really good and since then things have changed. Allen Harrison reported they have a meeting with TD Bank, and they can find out what rates and option are available.

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

**7. EXECUTIVE DIRECTORS REPORT**

Carol Diaz reported Chatham Court is at a 100%, Quarry Heights is at 99%. No notices to quit or letters of termination served.

Tar's ending numbers for the month of September for 2021.

CC-active tenant's balance:	\$89.01	QH-active tenant's balance:	\$ 38.00
CC-move out balance:	\$0	QH-move out balance:	\$0

HCV Lease units: Regular Housing Voucher leased 53, Project Based Voucher leased 17, Ported out vouchers 3, Total Leased Voucher 70 and 9 outstanding vouchers.

Allen Harrison reported Chatham Court heat was turned on. Precision Mechanical came in to do yearly maintenance on the heating system at Chatham Court. Precision Mechanical also did fall maintenance and turned on the heat at Quarry Heights. ITS came in to perform a fire alarm safety check in all units at Quarry Heights, Jeff has also met with Encore Fire Protection to do safety check on fire suppression systems at both properties. Northeast Generator performed a yearly inspection on generators at Quarry Heights.

BJ organized multiple Covid 19 Vaccine booster clinics and flu shot clinics at Quarry Heights. Arrangements are being made to provide a clinic for Covid 19 vaccines for children and teens ages 5 to 11 years old at Chatham Court for November 23, 2021, and a later one for December 14, 2021. She is also planning a casino trip later this month for the residents at Quarry Heights with the help of the Portland Senior Center.

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.

#### **8. OLD BUSINESS/NEW BUSINESS**

**a. Review schedule of 2022 Board Meeting:** Allen Harrison, reported that Board Meeting will be held on the 3rd Monday of the month, like normal. The Public Hearing to review the Agency Plan will be on Monday January 10, 2022, at 5:00 p.m. and then the Regular Board meeting will begin at 5:15 p.m. The meeting in January it's not following the schedule because the report needs to be submitted to HUD in time. No changes were made to the schedule that was presented to the Board of Commissioner.

**b. Review By-Laws:** Commissioner D. Hallas suggested to table this matter until next board meeting.

**c. Update on tenant commissioner election:** Allen Harrison explained that Cynthia Ferraro will be appointed as our new tenant commissioner in the December 2021 board meeting. She will also go before the Board of Selectmen for appointment as well which will be held December 15, 2021. Once Cynthia is appointed by the BOS, she will go to town hall and be sworn in at the Towns Clerk's office. Her first board meeting will be in January of 2022.

#### **9. EXECUTIVE SESSION**

Tabled until next board meeting in December 2021.

#### **10. DECISION ON PERSONAL MATTER**

Tabled until next board meeting in December 2021.

#### **11. ADJOURNMENT**

Commissioner M. Pegolo motioned to adjourn at 5: 32 pm, seconded by Commissioner B. Graves. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

*Allen Harrison*

Executive Director