



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

Executive Officer
Allen Harrison

Phone: (860) 342-1688
Fax: (860) 342-3961
Website: www.portlandha.org

Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Matthew Pegolo, Treasurer
Bruce Graves, Commissioner
Jasmin Nunez, Tenant Commissioner

Chairperson Susan Malecky called the Special Meeting of the Portland Housing Authority to order on Thursday October 21, 2021, at 5:02 pm

1. CALL TO ORDER/ ROLL CALL PRESENT: Chairperson Susan Malecky, 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: Tenant Commissioner Jasmin Nunez

Chairperson S. Malecky introduced and welcome the new board member Bruce Graves.

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

Terry Jones wanted to let the board know that Bice C. has been helping her in her journey in finding options for a new affordable hearing aid. Terry Jones expressed she is appreciative of the help BJ is providing her.

Chair S. Malecky addressed that all concerns regarding the Housing Authority must be ran by the main office first.

4. Communications/Correspondence

Allen Harrison reported that Portland Democratic Town Committee reached out to the Housing Authority to host a presentation at Quarry Heights community room that was held October 9, 2021. He also reached out to the Republican party, and the independent person running as well to give equal opportunity. The Portland Housing Authority staff did not participate or engage in any political activity while on duty per the Hatch Act of 1939.

Liz from the Portland Social Justice Coalition asked the PHA to pass out flyers for the Oct 13, 2021, zoom meeting regarding Affordable home ownership, the second panel event a community conversation.

5. APPROVAL OF THE REGULAR MEETING MINUTES – held September 20, 2021.

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

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

Commissioner Bruce Graves had a question concerning the details regarding the Mohegan Sun charges.

Allen Harrison explained it was the CONN NAHRO conference convention Annual training. CONN NAHRO it's an organization that the Housing Authority belongs to, that offers training for staff and commissioners, they advocate for Housing Authorities.

Susan Malecky questioned the following charges: CT Chapter charges, Keeper Security, and the copier usage amount. Allen H. explained they were CONN NAHRO/NERC NAHRO membership yearly fees, keeper security is our cyber security for staff passwords yearly fee and the copy machine charges where high due to the volume of interims, recertifications, faxes, copies, and monthly lease charges for the copy machine.

Commissioner M. Pegolo communicated he had his question regarding some purchases made by a passed employee answered by email and since then that employees name has been removed from the credit card account.

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

7. EXECUTIVE DIRECTORS REPORT

Allen Harrison 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:	\$100.00	QH-active tenant's balance:	\$ 103.00
CC-move out balance:	\$0	QH-move out balance:	\$0

HCV Lease units: Regular Housing Voucher leased 54, Project Based Voucher leased 17, Ported out vouchers 3, Total Leased Voucher 71 and 7 outstanding vouchers.

Allen reported work orders are up to date. Maintenance also addressed and fixed siding damages due to landscaping company at Quarry Heights. Monthly emergency lighting and fire suppression testing was done at both properties, we also addressed fire panel issues at Quarry Heights and has the part replaced by contractor.

Bice C. helped Quarry Heights tenants with scheduling doctor appointments, and energy assistant program paperwork. She has been also working with residents regarding their lack of hearing and options available to them. She attended zoom meetings for CARACH. She was also involved in coordinating COVID 19 booster clinics and Flu clinics for residents who have underlying conditions.

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.New Business/Old Business

Motion was made to amend and approve Personnel Policy- Maintenance On-Call compensation by Chair S. Malecky and it was second by commissioner D. Hallas. There being no further discussion. Vote was unanimously approved and accepted.

Chair S. Malecky mentioned that next board meeting Bylaws would be a topic of discussion.

9.Adjournment

Chairperson S. Malecky motioned to adjourn at 6: 25 pm, seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison
Executive Director