



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

Chairperson Susan Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday December 13, 2021, at 5:00 pm

1. CALL TO ORDER/ ROLL CALL PRESENT: Chairperson Susan Malecky, Commissioner Deborah Hallas, Commissioner Matthew Pegolo and Commissioner Jasmin Nunez.

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

ABSENT: Commissioner Bruce Graves

2. ACCEPTANCE OF THE AGENDA

Allen Harrison wanted to add to the agenda under old/new business an audit update. Chairperson S. Malecky suggested to table the review of the Bylaws until next board meeting so that Cynthia Ferraro could participate in the changes to be made.

It was then moved by Commissioner D. Hallas to amend the agenda and it was seconded by Commissioner M. Pegolo. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION

Cynthia Ferraro wanted to wish everyone a happy and healthy holiday, and that she appreciated all they do and continue to do.

Chairperson S. Malecky on behalf of the board gave thanks to Tenant Commissioner Jasmin Nunez for the time she served as a member of the Board of Commissioners of the Portland Housing Authority.

4. PLAQUE PRESENTATION

Allen Harrison presented Dan Weeden the appreciation plaque award with sincere appreciation for his outstanding service to the Chatham Court children this past summer, without him the summer school lunch program would not have been made possible.

5. COMMUNICATIONS/CORRESPONDENCE

None

6. APPROVAL OF THE REGULAR MEETING MINUTES – held November 15, 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.

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

Commissioner D. Hallas asked if the Housing Authority paid the town taxes. Dan Rafaniello Staff Accountant informed Commissioner D. Hallas that housing made a PILOT payment to the town in lieu of taxes.

Motion was made by Commissioner M. Pegolo, and it was second by Commissioner J. Nunez to approve November 2021 Financial Reports prepared by Richard Fenton, CPA.

8. EXECUTIVE DIRECTORS REPORT

Carol Diaz reported Chatham Court is at a 100%, Quarry Heights is at 100%. One notice to quit was served.

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

CC-active tenant's balance:	\$257.80	QH-active tenant's balance:	\$ 0
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 2, Total Leased Voucher 72 and 9 outstanding vouchers.

Allen Harrison reported work orders are up to date. Jeff completed a NSPIRE inspection training class. Fall and gutter cleaning up has been completed at both properties. American pipe and catch basin will be cleaning all catch basins at Quarry Height in December. BJ continues to have vaccine clinics and the casino trip has been cancelled due to the Covid variant.

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.

9. NEW BUSINESS/OLD BUSINESS

a. Review By- Laws: Tabled until next board meeting.

b. Results of the tenant commissioner petition: Chairperson S. Malecky announced that Cynthia Ferraro was nominated tenant commissioner by petition to the Board of Commissioner of the Portland Housing Authority.

c. Audit Update: Dan Rafaniello Staff Accountant reported that the auditors have come across one adjustment that needed to be made to the financial reports before they are submitted to HUD and the State. There were duplicate financial transactions posted that remained unresolved as of the end of the fiscal year 3/31/2021. Issue since then has been resolved and it should not be considered a finding.

10. EXECUTIVE SESSION- DISCUSSION OF PERFORMANCE AND COMPENSATION OF EXECUTIVE DIRECTOR

Chairperson S. Malecky made a motion at 5:35 pm to enter Executive Session. Allen Harrison was then invited to participate in the session to discuss performance and compensation, and the motion was seconded by Commissioner M. Pegolo, and the motion was carried.

Chairperson S. Malecky declared the meeting in open session at 6:10 p.m.

11. ANY ACTION RESULTING FROM EXECUTIVE SESSION

No decision or action was taken from executive session.

12. ADJOURNMENT

Chairperson S. Malecky motioned to adjourn at 6:11 pm, seconded by Commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

Respectfully Submitted

Allen Harrison

Executive Director

Para una traducción en español por favor llame a la oficina (860) 342-1688
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