



# 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  
Bruce Graves, Commissioner  
Matthew Pegolo, Treasurer  
Cynthia Ferraro, Tenant Commissioner

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Chair S. Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday February 14, 2022, at 5:02 p.m. at the Quarry Heights, Community Center.

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

**PRESENT:** Chairperson Susan Malecky, Vice Chairperson Deborah Hallas, Commissioner Matt Pegolo, and Tenant Commissioner Cynthia Ferraro.

**STAFF:** Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Administrative Housing Assistant, Jeff Acosta and Sean Smith Maintenance Department.

**ABSENT:** Commissioner Bruce Graves

## **2. ACCEPTANCE OF THE AGENDA**

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

## **3. PUBLIC PARTICIPATION:**

Betty Smedick brought up her concern regarding a Pitbull breed in the property and how it worries her the dog may be a danger to residents.

Marlene Kollias explained her service and emotional support animal has been rehabilitated and is cleared by the PHA to have on the property.

Elaine Chementi, reports that she believes someone is defecating in the back stairs of her unit.

Susan Fecteau questioned if the community room is open for free rental or would there be charges for the rental of the community room. She also supported Marlene Kollias emotional/ service animal and as her next-door neighbor she has never witnessed the dog act in an aggressive manner.

## **4. APPROVAL OF THE PUBLIC BOARD MEETING MINUTES HELD January 10, 2022.**

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held January 10, 2022, and it was seconded by commissioner M. Pegolo. Vote was unanimously approved and accepted.

## **5. APPROVAL OF THE REGULAR BOARD MEETING MINUTES HELD January 10, 2022.**

Commissioner D. Hallas made a motion to approve Board Meeting Minutes held January 10, 2022, and it was seconded by commissioner M. Pegolo. D. Hallas. Vote was unanimously approved and accepted.

**6. REVIEW AND TAKE ACTION OF JANUARY 2022 FINANCIAL REPORTS- PREPARED BY R.FENTON, CPA.**

Commissioner M. Pegolo had a question regarding the Chatham Court charge and credit of Inventory fuel oil for \$19,264.57 in the PHA balance sheet.

Dan Rafaniello explained that oil charge and credit cancels itself out, it's an old account line that needs to be removed.

Commissioner M. Pegolo made a motion to approve January 2022 Financial Reports and it was seconded by commissioner C. Ferraro. Vote was unanimously approved and accepted.

**7. REVIEW AND TAKE ACTION ON THE 2022-2023 BUDGET, PREPARED BY R. Fenton, CPA.**

Allen Harrison explained between HUD and CHFA they have a standard pro ratio of where the PHA should be. Rick Fenton and Jason Geel have explained in the past the reserves and expenses are climbing in a positive manner. Insurance, water, electricity, and oil budgets were increased as they normally increase every year. Minor adjustments have been made regarding contract cost. There will be an increase of operating subsidy funds for this year's budget. The PHA has added 8 new PBV units which will help to increase rent. In 2021 bottom line was \$105,000 to the good and for this year the bottom line is \$183,000 to the good.

**a. RESOLUTION 22-2-1**

**FEDERAL PROJECTS: ADOPTION OF THE CONVENTIONAL BUDGET FYE MARCH 31, 2023**

WHEREAS, the Commissioners of the Housing Authority of the Town of Portland have reviewed the Conventional Budget for the Fiscal Year Ending March 31, 2023.

WHEREAS the proposed expenditures are necessary in the efficient and economical operation of the Housing Authority for the purpose of serving low-income families, and.

WHEREAS no Authority employee has more than 100% of their salary prorated throughout the Programs.

WHEREAS the Financial Plan is reasonable in that it indicates a source of funding under the provisions of the Federal Regulations, and.

WHEREAS it does not provide for use of Federal Funding in excess of that payable under the provisions of the Federal Regulations, and.

WHEREAS all proposed rental charges and expenditures will be consistent with the provisions of law and the Annual Contributions Contract, and.

WHEREAS, pursuant to the rent schedule approved by HUD, the Housing Authority of the Town of Portland certifies that it is in compliance with the requirements of Section 9(b) of the United States Housing Act, and with the provisions of Section 913-106, and 913-107 of the Final Rule published May 21, 1984, in that the aggregate annual gross rent of tenants in occupancy and for all new tenants will not be less than an amount equal to 30%.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland, that the Conventional Budget for Federal Projects for the Fiscal Year Ending March 31, 2023, be adopted.

It was moved by Commissioner **M. Pegolo** and seconded by Commissioner **C. Ferraro** to approve the above Resolution.

Upon roll call, the vote was: Ayes: 4

Nays: 0

Chairperson S. Malecky declared the motion passed unanimously and the resolution adopted.

**b.RESOLUTION 22-2-2**

**ADOPTION OF THE STATE OF CONNECTICUT MANAGEMENT PLAN FOR PROJECT E-69 AND E-70 FOR THE PERIOD APRIL 1, 2022, THRU MARCH 31, 2023**

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with Department of Housing Regulations on Housing Management for the State Elderly Project, E-69, and E-70 Quarry Heights.

WHEREAS, the Management Plan for the Period April 1, 2022, through March 31, 2023, has been approved for presentation to the Connecticut Housing Finance Authority and Department of Economic Development, State of Connecticut.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Management Plan for the Period April 1, 2022, through March 31, 2023, be adopted.

It was moved by Commissioner **D. Hallas** and seconded by Commissioner **M. Pegolo** to approve the above Resolution.

Upon roll call, the vote was: Ayes:4 Nays:0

Chairperson S. Malecky declared the motion passed unanimously and the resolution adopted.

**c.RESOLUTION 22-2-3**

**ADOPTION OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM BUDGETS FOR THE FISCAL YEAR ENDING MARCH 31, 2023**

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with HUD Regulations on Housing Management for the Section 8 Housing Choice Voucher program: and,

WHEREAS the FYE March 31, 2023, Budgets for the Section 8 Housing Choice Voucher Program, have been approved for presentation to HUD.

WHEREAS no Authority employees has more than 100% of their salary prorated throughout the Programs.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Budgets for the Section 8 Housing Choice Voucher Program for the Fiscal Year Ending March 31, 2023, be adopted.

It was moved by Commissioner **M. Pegolo** and seconded by Commissioner **D. Hallas** to approve the above Resolution.

Upon roll call, the vote was: Ayes:4 Nays:0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted.

**8.COMMUNICATIONS/CORRESPONDENCE**

Allen Harrison reported that the Town of Portland donated Covid 19 at home test kits that have been distributed to tenants.

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The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

**9. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8**

Carol Diaz reported Chatham Court and Quarry Heights are currently at 100%. No notices to quit were served. The UNITED CT program will help with Chatham Court active tenant balances.

**Office Report:** Tar’s ending numbers for the month of December 31 for 2021.

CC-active tenant’s balance:	\$1,857.00	QH-active tenant’s balance:	\$ 54.40
CC-move out balance:	\$0	QH-move out balance	\$ 0.00

The PHA currently has 52 regular housing vouchers leased as of January 1<sup>st</sup>, 25 Project Based Voucher at QH , 3 families that ported out for a total of 80 with 9 families looking for units. The PHA has added 8 new PBV units which has increased the rent by 3,798 per month.

**Maintenance Report:** Jeff Costa reported Sean Smith has joined our team as the new part time maintenance employee. Jeff has been showing him the units and introducing him to the tenants.

Encore fire protection made repairs to the fire panel located at Chatham court and conducted their annual inspection. Northeast Generator also conducted their annual inspection and made repairs to generator at Quarry Heights. The State inspector performed his annual inspection to certify boilers at Chatham Court. Inspections for the SRAP program were performed at Quarry Heights. Overall, the maintenance department has kept busy with snow removal, work orders and routine cleaning at both properties.

**10. OLD/NEW BUSINESS**

a. Review of By-Laws- Chair S. Malecky suggested to create a new section under article II Officers regarding conflict-of-interest.

Allen Harrison will update the draft of the bylaws and will provide revisions at the next board meeting. There being no further discussion. Unanimous vote, motion carried.

**11. EXECUTIVE SESSION TO DISCUSS COLA OF PORTLAND HOUSING AUTHORITY EXECUTIVE DIRECTOR.**

At 6:05 pm Chair S. Malecky moved that the Board enter into executive session. The Board of Commissioners is to enter Executive Session to discuss COLA of Portland Housing Authority, Executive Director. A second motion was made to invite Allen Harrison into Executive session. The motion was seconded and approved.

**12. POST EXECUTIVE SESSION DISCUSSION AND POSSIBLE ACTION REGARDING COLA**

Chair S. Malecky moved that the Board approve the evaluation raise for the Executive Director effective April 1, 2022, and the motion was seconded by Commissioner M. Pegolo.

There being no further discussion. Unanimous vote, motion carried.

Chair S. Malecky declared the meeting in open session at 6:35 pm and the meeting was reconvened.

**13. ADJOURNMENT**

At 6:36 pm, Chair S. Malecky made a motion to adjourn the meeting, and the motion was seconded by Commissioner Matt Pegolo. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

*Allen Harrison*

Allen Harrison  
Executive Director