



Housing Authority of the Town of Portland

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Executive Officer
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Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Matthew Pegolo, Treasurer
Daniel Weeden, Commissioner
Cynthia Ferraro, Tenant Commissioner

Commissioner S. Malecky called the Special Board Meeting of the Portland Housing Authority to order on October 17, 2022, at 5:00 p.m. virtually, through GoToMeeting for Public Access.

1. CALL TO ORDER/ ROLL CALL

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

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

2. ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to amend the agenda, by adding Executive Session to Discuss Legal Matters and Litigation related to PHA Tenants, it was then moved by Commissioner M. Pegolo and seconded by Commissioner D. Weeden to accept the agenda as amended. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

4. APPROVAL OF THE BOARD MEETING MINUTES HELD September 19, 2022.

Chairperson D. Hallas made a motion to approve Regular Board Meeting Minutes held September 19, 2022, and it was seconded by Tenant Commissioner C. Ferraro. There being no further discussion. Vote was unanimously approved and accepted.

5. REVIEW AND TAKE ACTION OF SEPTEMBER 2022 FINANCIAL REPORTS- PREPARED BY R. FENTON, CPA.

a) Chair S. Malecky made a motion to approve the Invoices for Operating Expenses for Master Account & Section 8 Accounts, it was seconded by commissioner C. Ferraro.

b) Chair S. Malecky made a motion to approve the bank accounts and credit cards, it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

6. COMMUNICATIONS/CORRESPONDENCE

Executive Director A. Harrison reported Hearst Media is conducting data work regarding the Section 8 program and has asked the PHA to participate, Sue Nellis has been corresponding.

Chair S. Malecky made a motion to accept communications and correspondence, it was seconded by D. Weeden. There being no further discussion. Vote was unanimously approved and accepted.

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

Office Report: Tar’s ending numbers for the month of September 30, for 2022.

CC-active tenant’s balance: \$1,333.20 QH-active tenant’s balance: \$ 763.77
CC-move out balance: \$0 QH-move out balance \$ 0.00

The PHA currently has 48 regular housing vouchers leased, 25 Project Based Voucher, 2 families that ported out for a total of 75 with 8 families looking for units.

Executive Director A. Harrison reported Angel Nunez is no longer with the Portland Housing Authority and since then the PHA has been searching for a fulltime Maintenance Laborer.

Commissioner D. Weeden made a motion to approve Executive Director report and it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

8. OLD/NEW BUSINESS

a) Environmental Phase 1 update

Executive Director A. Harrison reported the environmental phase one report was received and a phase 2 is required, to core drill to test 6 oil tanks for soil samples. Eagle Environmental will be performing the sample drilling and the residents will be made aware of when this will take place later this month.

b) SEMAP

Executive Director A. Harrison reported the SEMAP audit is part of the Section 8 Program and it’s performed every 2 years. This audit was skipped due to COVID 19. Due to the shortage of rentals in the area the PHA is looking at other options such as landlord incentives, raising payment standards and a cooperation agreement with East Hampton.

Chair S. Malecky suggested to contact R. Curley town selectman to inquire if the new property in town could possibly have designated space for affordable housing.

c) STIF Account

Dan Rafaniello Staff Accountant reported the State money market account that the PHA had with M&T Bank should be transferred into a STIF account with the State of Connecticut. This account would give a much better interest rate than what we currently receive at M&T Bank.

9. EXECUTIVE SESSION TO DISCUSS TENANT LEGAL MATTERS AND LITIGATION.

At 5:48 Chair S. Malecky moved that the Board enter executive session, inviting in A. Harrison to discuss tenant legal matters and litigation, and the motion was seconded by commissioner C. Ferraro.

There being no further discussion. Vote was unanimously, motion carried.
Chair S. Malecky declared the meeting in open session at 6:08pm

10. ADJOURNMENT

At 6:09 pm, Commissioner D. Hallas made a motion to adjourn the meeting. There being no further discussion. Vote was unanimously, motion carried.

Respectfully Submitted

Allen Harrison
Allen Harrison
Executive Director