



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
Daniel Weeden, Commissioner
Cynthia Ferraro, Tenant Commissioner

Vice Chair D. Hallas called the Special Board Meeting of the Portland Housing Authority to order on January 30, 2023, at 5:05 p.m. at the Chatham Court community room.

1. CALL TO ORDER/ ROLL CALL PRESENT: 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

Vice Chair D. Hallas made a motion to approve the agenda as presented, it was then moved by Commissioner C. Ferraro and seconded by Commissioner D. Weeden to accept the agenda. There being no further discussion. Vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

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

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

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

Commissioner M. Pegolo questioned the 2 charges of oil for December.

Allen Harrison explained the 12/5/22 Tuxis oil payment for \$9,829.29 was for the November 18, 2022, delivery. The 12/20/22 Tuxis oil payment for \$6,185.87 was for the December 13, 2022, delivery.

Commissioner D. Weeden made a motion to approve the Master Accounts, Section 8 Accounts, all bank accounts, and Credit Cards, it was seconded by commissioner C. Ferraro. There being no further discussion. Vote was unanimously approved and accepted.

6. COMMUNICATION/CORRESPONDENCE

A. Harrison explained he and H. Kobayashi meet with the local high school principal in efforts to work together in the near future regarding scholarships and after school programs to keep the Chatham Court kids motivated.

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

Para una traducción en español por favor llame a la oficina (860) 342-1688
The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

Office Report: Tar's ending numbers for the month of December 2022.

| | | | |
|-----------------------------|----------|-----------------------------|-----------|
| CC-active tenant's balance: | \$586.00 | QH-active tenant's balance: | \$ 124.00 |
| CC-move out balance: | \$0 | QH-move out balance | \$ 669.77 |

The PHA currently has 48 regular housing vouchers leased, 25 Project Based Voucher, 2 families that ported out for a total of 75 with 7 families looking for units.

8.OLD/NEW BUSINESS

- a) **STIFF Account:** A. Harrison reported starting next month there will be a statement included in the board meeting packets to update the commissioners on a monthly basis.
- b) **Phase 2 Environmental update:** A. Harrison explained Eagle Environmental are scheduled to come and retrieve the groundwater sampling for Chatham Court on Tuesday, February 7. Once this has been completed Eagle will be preparing their Phase 2 ESA report for the project.
- c) **Approval of Legal Services Contract:** A. Harrison explained he followed our procurement policy regarding the posting for legal service and he wanted to move forward with Susman, Duffy & Segaloff, as they were the low responsive bidder.

Vice Chair D. Hallas made a motion to approve the Legal Service contact with Susman, Duffy & Segaloff it was seconded by commissioner M. Pegolo. There being no further discussion. Vote was unanimously approved and accepted.

9.ADJOURNMENT

At 5:37 pm, Vice chair 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