



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

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

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on July 17, 2023, at 5:00 p.m. at the Chatham Court community room.

1. CALL TO ORDER/ ROLL CALL PRESENT: Chair Susan Malecky, Vice Chairperson Deborah Hallas, and Tenant Commissioner Cynthia Ferraro, Commissioner Dan Weeden and Commissioner Matt Pegolo

STAFF: Allen Harrison Executive Director, and Dan Rafaniello Staff Accountant.

ABSENT: None

2. ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda as presented. There being no further discussion. The vote was unanimously approved and accepted.

3. PUBLIC PARTICIPATION: None

4. APPROVAL OF THE MEETING MINUTES HELD JUNE 20, 2023.

Chair S. Malecky requested a motion to approve the Regular Meeting Minutes held June 20, 2023. It was moved by Commissioner D. Weeden to approve and seconded by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

5. REVIEW OF JUNE 2023 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Vice Chair D. Hallas had a question regarding the operating statement numbers in parenthesis, and if it meant a deficit in the budget.

Staff accountant D. Rafaniello reassured her that revenue accounts are recorded in parentheses, but it does not mean a deficit in the budget.

Tenant Commissioner C. Ferraro inquired the meaning of 2-line items in the Quarry Heights balance sheet; the temporary restricted net assets- RM&R and dwelling vacancy lost.

D. Rafaniello explained RM&R means repair maintenance replacement and dwelling vacancy loss is the projected rental loss due to move outs and evictions for the year that was added to the budget and recommended 5% by Penny Fisher from CHFA.

Chairperson S. Malecky requested a motion to be made to approve the June 2023 financial reports prepared by T. Ewald; it was then moved by commissioner M. Pegolo and second by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

6. COMMUNICATION AND CORRESPONDENCE

None

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

Report: Tar’s ending numbers for the month of June 2023.

Regular Housing Voucher leased	73
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	29
Total	75

CC-active tenant’s balance:	\$1232.00	QH-active tenant’s balance:	\$ 751.00
CC-move out balance:	\$0	QH-move out balance	\$ 0

Chairperson S. Malecky requested a motion to approve the Executive Director’s Report; it was then moved by commissioner D. Weeden and second by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

8. OLD BUSINESS/ NEW BUSINESS

a) CNG agreement: Allen Harrison communicated he had an installation agreement he wanted to move forward with the Gas company, which explains the installation of gas lines and set up of the meters on the property for Chatham Court and its estimated cost is \$31,000.

Chairperson S. Malecky requested a motion to approve the CNG installation agreement; it was then moved by commissioner D. Weeden and second by Commissioner M. Pegolo. There being no further discussion. The vote was unanimously approved and accepted.

b) Roof replacement: The architect is working on the drawings for the roof replacement, and it’s estimated to cost \$350,000, will update as the information is submitted to the housing authority.

c) Basketball hoop: The new basketball hoop was installed at Chatham Court and the children seem to be enjoying it.

d) Lunch program: The lunch program started Monday July 10, 2023, and it’s scheduled to run for 6 weeks.

e) Phase 3 environmental: An RFP is in the works for 3 bids to complete the removal of the contaminated soil.

f) Commissioner training: Allen Harrison extended the invitation to the board commissioner to attend the new commissioner training available at the 25th Annual Conn NAHRO convention and exhibition August 27th, 2023.

8.ADJOURNMENT

At 5:32 pm, Chair S. Malecky made a motion to adjourn the meeting. There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison

Allen Harrison
Executive Director