



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

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on September 18, 2023, at 5:07 p.m. at the Chatham Court community room.

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

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

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 August 21, 2023.

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held August 21, 2023. There being no further discussion. The vote was unanimously approved and accepted.

5. REVIEW AND APPROVE AUGUST 2023 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Tenant Commissioner C. Ferraro had a question regarding the meaning of the numbers after Security Deposit QH in the QH balance sheet and the meaning of MERS in the Revolving fund report.

Staff accountant D. Rafaniello explained the 4 numbers are the last 4 digits of the account and that MERS stands for Municipal Employee Retirement System.

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

6.COMMUNICATIONS/CORRESPONDENCE

A. Harrison explained he along with Karen Kravitz and Chair S. Malecky attended a meeting with board of select man to discuss some changes regarding the Pilot agreement. The agreement has been sent to our attorney and some language has been modified and we are awaiting to hear back from the town's attorney for review. The plan is to reach approval for the town's next board meeting so we can continue to move forward with the conversion.

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

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

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

Regular Housing Voucher leased	47
Project Based Voucher leased	25
Ported Out Voucher	2
Outstanding Voucher	31
Total	74

CC-active tenant’s balance: \$3,157.60 QH-active tenant’s balance: \$ 601.84

CC-move out balance: \$0 QH-move out balance \$ 0

Allen Harrison reported BJ Carrabbia started working as the Quarry Heights Resident Service Coordinator and Owen Piel is no longer with the PHA.

Chairperson S. Malecky requested a motion to accept the Executive Director’s Report. There being no further discussion. The vote was unanimously approved and accepted.

8. OLD BUSINESS/ NEW BUSINESS

a. Audit Update- Jason Geel came to perform the audit on September 7, 2023, and he will continue processing the online audit organizer with 40 different categories. He projects coming back to the PHA to do the audit presentation at the November Board Meeting. There will be an extension request made out to CHFA.

b. Engineers are working on the drawings for the boiler replacement. Drawings should be done by February so we can go out for bids and hopefully in May after heating season they can start the actual work. The PHA is working on 3 things the roof, generators, and boiler replacement and is planning on using the reserves that need to be spent down or allocated, before the RAD conversion.

9.EXECUTIVE SESSION TENANT LEGAL MATTERS

At 5:40pm Chair S. Malecky moved that the Board enter executive session and invited A. Harrison.

At 6:27 pm Chair Malecky made a motion to come out of executive session. There being no further discussion. The vote was unanimous, motion carried.

Chair S. Malecky declared the meeting in open session at 6:28pm

10.ADJOURNMENT

At 6:28 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