



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

Executive Officer  
Allen Harrison

Phone: (860) 342-1688  
Fax: (860) 342-3961  
Website: [www.portlandha.org](http://www.portlandha.org)

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 Regular Board Meeting of the Portland Housing Authority to order on October 16, 2023, at 5:00 p.m. at the Quarry Heights community room.

**1.CALL TO ORDER/ ROLL CALL PRESENT:** 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:** Chair Susan Malecky

**2.ACCEPTANCE OF THE AGENDA**

Vice Chair D. Hallas 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 SEPTEMBER 18, 2023.**

Vice Chair D. Hallas made a motion to approve the Regular Meeting Minutes held September 18, 2023; 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.

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

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

**6.EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8 Report:** Tar's ending numbers for the month of September 2023.

CC-active tenant's balance:	\$4,552.55	QH-active tenant's balance:	\$ 582.84
CC-move out balance:	\$0	QH-move out balance:	\$ 0

Regular Housing Voucher leased	47
Project Based Voucher leased	25
Ported Out Voucher	3
Outstanding Voucher	31
<b>Total</b>	<b>75</b>

Halloween on Main St. will be on October 27, 2023, from 4:00 pm to 6:30 pm.

Allen Harrison reported BJ Carrabbia started working on September 18, 2023, as the Quarry Heights Resident Service Coordinator and has been getting acquainted with a few of the town's new employees who have taken over. Roberto Rodriguez, our new maintenance employee started October 10, 2023, and he also came highly recommended with previous housing authority experience.

Sidewalks were installed on our side of the street by Chatham Court entrance, and they have added a bus stop shelter. The bus shelter unit is on order according to the contractor and will be installed later. There will also be a crosswalk installed where the sidewalk ends on one side of the road and where the sidewalk begins on the opposite side of the road.

Andy Boward will be coming in for December to do a solar panel presentation for the board of commissioners, Quarry Heights does qualify for this energy incentive.

Vice Chairperson D. Hallas requested a motion to accept the Executive Director's Report. There being no further discussion. The vote was unanimously approved and accepted.

**7. OLD BUSINESS/ NEW BUSINESS**

**a. Audit Update-** Jason Geel will be coming to the November 20, 2023 board meeting to present the audit report.

**b. Gas Co.** 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.

**8. COOPERATION AGREEMENT AMENDMENT**

**a) Resolution 2023-10-1**

**Resolution 2023-10-1**

**WRITTEN RESOLUTION OF THE BOARD OF COMMISSIONERS  
OF THE HOUSING AUTHORITY OF THE TOWN OF PORTLAND**

**THE UNDERSIGNED**, being all the members of the Board of Commissioners (the "Board") of the Housing Authority of the Town of Portland, a municipal corporation duly incorporated and operating according to the laws of the State of Connecticut ("HATP"), adopt the following resolutions for and on behalf of HATP:

**WHEREAS**, Chatham Court, located at 9 Chatham Court, Portland, CT (the "Project") is a property which has been subsidized by HUD and owned and operated by HATP since April 11, 1973 ("Project Inception Date") and which from that time to the present, has provided family, low-income housing to Town residents.

**AND WHEREAS**, pursuant to the Cooperation Agreement dated February 18, 1970 between the Town of Portland and HATP ("State Cooperation Agreement") (Exhibit A, Paragraphs 3 and 8) and the HUD Form Cooperation Agreement believed to have been dated on or about April 11, 1973 ("HUD Cooperation Agreement") (Exhibit B, Paragraphs 3 and 10), HATP is to pay in lieu of real property taxes 10% of shelter rents paid by tenants less utilities ("PILOT");

**AND WHEREAS**, HATP has paid PILOT to the Town for this Project and others since each Project Inception Date pursuant to the State Cooperation Agreement and the HUD Cooperation Agreement.

**AND WHEREAS**, HATP is preparing to undertake the conversion of Chatham Court from a federal public housing site to a HUD Project Based Voucher site and to transfer ownership of Chatham Court to an HATP, wholly owned and controlled instrumentality named Portland Communities, Inc. which will be a public, not for profit, 501(c)3 corporation.

**AND WHEREAS**, Section 8 of the Cooperation Agreement and Section 10 of the HUD Cooperation Agreement provide that as long as title to the Project remains in the name of HATP or another public body or governmental agency organized and authorized to provide low-income housing, the terms of the Cooperation Agreement, and specifically, the PILOT provision shall not be “abrogated, changed, or modified.”

**AND WHEREAS**, Chatham Court will continue to be owned by HATP’s instrumentality Portland Communities, Inc. and will continue to serve as safe, decent, and sanitary low-income housing to its residents.

**NOW THEREFORE, BE IT RESOLVED THAT:** The Board of Commissioners of HATP do hereby acknowledge, reaffirm, and restate all rights and obligations under the State Cooperation Agreement, the HUD Cooperation Agreement and all prior state and federal Cooperation Agreements as amended, and

**AND BE IT FURTHER RESOLVED THAT:** The Board of Commissioners authorizes the amendment of the State Cooperation Agreement (Exhibit A, paragraphs 3 and 8) and the HUD Cooperation Agreement (HUD Form, Exhibit B, paragraphs 3 and 10) to add the following language:

“The Project known as Nine Chatham Court shall be exempt from real and personal property taxes and special assessments levied or imposed by the Town of Portland and/or any affiliated Taxing Body so long as the Project is owned by HATP or any instrumentality of HATP including Portland Communities, Inc. and is providing low-income family housing.”

**AND BE IT FURTHER RESOLVED THAT:** Except as otherwise provided above, all other terms and conditions in the State Cooperation Agreement and the HUD Cooperation Agreement and all past state and federal Cooperation Agreements are hereby restated and reaffirmed.

**AND BE IT FURTHER RESOLVED THAT:** That Allen Harrison, as HATP Executive Director, shall be and is hereby authorized for and on behalf of HATP, to execute and deliver the Amendment to Cooperation Agreement (in the form attached hereto as Exhibit C) and to enter into, execute, and deliver all instruments, agreements and other documents which are deemed necessary by HATP to accomplish the foregoing Resolutions, all with such changes, and in such form, as he may, in his reasonable discretion, approve, the execution and delivery of each such instrument, agreement or other document to be conclusive evidence of the approval of HATP.

**THIS RESOLUTION** may be executed in counterparts. Signatures transmitted by facsimile or electronic mail shall have the effect of original signatures.

BEING ALL THE MEMBERS OF THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE TOWN OF PORTLAND

Dated as of October 16, 2023,

*Deborah Hallas, Vice Chair*  
*Matthew Pegolo, Treasurer*  
*Daniel Weeden, Commissioner*  
*Cynthia Ferraro, Commissioner*

## **9.EXECUTIVE SESSION TENANT LEGAL MATTERS**

At 5:24 pm Vice Chair D. Hallas moved that the Board enter executive session and invited A. Harrison.

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

At 5:45 pm Vice Chair D. Hallas made a motion to come out of executive session. There being no further discussion. The vote was unanimous, motion carried.

Vice Chair D. Hallas declared the meeting in open session at 5:45 pm

**10. ADJOURNMENT**

At 5:46 pm, Vice Chair D. Hallas 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