



## 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

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on December 18, 2023, at 5:00 p.m. at the Quarry Heights community room.

**1.CALL TO ORDER/ ROLL CALL PRESENT:** Chair S. 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.

**OTHER:** Allen Sabins from CSW Energy and Andy Bauer from Portland task force.

**ABSENT:** None

**2.ACCEPTANCE OF THE AGENDA**

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

**3.PUBLIC PARTICIPATION:** None

**4.PRESENTATION FOR NEW MULTI-FAMILY SOLAR INITIATIVE FOR STATE SUBSIDIZED HOUSING.**

Allen Sabins and Andy Bauer presentation explained the new solar state incentives for Subsidized Housing. They explained how Quarry Heights is now eligible for a new multi family housing initiative that pairs solar arrays with battery storage. This would be at no cost to the tenant and the tenant would pay less for their electricity.

Allen Sabins, of Commercial Solar works, has been privy to the development of this program and explained the long-term benefits of solar battery storage. Together they have guided Portland to the installation of the Brownstone Intermediate School's solar panels and are currently working on the Landfill Solar Project. This offering is the result of a few years of collaboration between PURA, The CT Green Bank and The Robert Wood Johnson Foundation. Litchfield Housing Authority and Waterbury Housing Authority are currently participating in this program.

**5.APPROVAL OF THE REGULAR MEETING MINUTES HELD NOVEMBER 2023.**

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held November 20, 2023; 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. NOVEMBER 2023 ACCOUNTING REPORTS - PREPARED BY T. Ewald, CPA.**

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

Chair S. Malecky made a motion to approve the November 2023 financial reports prepared by T. Ewald; 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.

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

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

CC-active tenant’s balance: \$2,950.27                      QH-active tenant’s balance: \$728.84  
 CC-move out balance: \$0                                      QH-move out balance \$ 0

The PHA needs 15 vouchers to be leased up to be at 100% percent.

|                                |    |
|--------------------------------|----|
| Regular Housing Voucher leased | 46 |
| Project Based Voucher leased   | 25 |
| Ported Out Voucher             | 3  |
| Outstanding Voucher            | 38 |

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

**8. OLD BUSINESS/ NEW BUSINESS**

**a. STIF Account:**

Dan R. staff accountant explained it was suggested per Penny Fisher from CHFA to add another STIF account for the replacement reserves account as a budget line item.

Chairperson S. Malecky made a motion to approve the application to open a (STIF) Short-Term Investment Funds account. There being no further discussion. The vote was unanimously approved and accepted.

**b. Notice of lease and rule changes-**

C. Diaz explained the letter regarding the changes to the lease and the pet policy to the board of commissioners. Communicated to the board of commissioners that phase one is to make the tenants aware of changes and provide them with 30 days to comment on the changes being made. Phase two is to have the Board of Commissioners approve the changes with a resolution.

**c. RESOLUTION 23-12-1/ Flat Rent Increase for Chatham Court**

**RESOLUTION 23-12-1**

**WHEREAS**, on January 17, 2014, the President signed the Department of Housing and Urban Development Appropriations Act, 2014 (2014 Appropriations Act). Section 210 of that act amended the United States Housing Act of 1937 to create new rules for flat rents for public housing residents. Section 210 requires PHAs to comply with the new requirement by June 1, 2014.

The 2014 Appropriations Act requires PHAs to establish flat rents at no less than 80 percent of the fair market rent (FMR).

**FURTHERMORE**, HUD is giving PHAs the discretion to apply the new flat rent schedule to a family’s next annual reexamination. Additionally, the statute limits annual flat rent increases to 35 percent of the existing flat rent amount.

The new flat rents for the Chatham Court housing development based on the current fair market rent effective for February 1, 2024, is as follows:

2 bedroom                      \$1,217  
 3 bedroom                      \$1,468  
 4 bedroom                      \$1,790

**NOW THEREFORE BE IT RESOLVED**, by the Commissioners of the Housing Authority of the Town of Portland that the flat rents will be based annually on 80 percent of the fair market rent.

It was moved by Commissioner *D. Weeden* and seconded by Commissioner *C. Ferraro* to approve the above Resolution.

Upon roll call, the vote was:

Ayes 5

Nays 0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted.

**9. EXECUTIVE SESSION**

At 6: 04 pm Chair S. Malecky moved that the Board enter executive session.

At 6:12pm Chair S. Malecky moved that the Board excuse Executive Director out of Executive Session.

At 6: 37 pm Chair S. Malecky moved that the Board inviting in A. Harrison, and the motion was seconded by commissioner C. Ferraro.

There being no further discussion. The vote was unanimous, motion carried.  
Chair S. Malecky declared the meeting in open session at 6:45 pm

**10. DECISION ON PERSONAL MATTER**

Commissioners of the PHA agreed to give the Executive Director compensation starting on April 1, 2024.

**11. ADJOURNMENT**

At 6:47 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