



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
Daniel Weeden, Treasurer
Maura Dillon, Commissioner
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on February 18, 2025, at 3:30 p.m. at the Quarry Heights community room.

1.CALL TO ORDER/ ROLL CALL PRESENT: Chair S. Malecky, Vice Chairperson Deborah Hallas, Commissioner Maura Dillon, Tenant Commissioner Cynthia Ferraro, and Commissioner Dan Weeden.

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

ABSENT: None

2.REQUEST FOR ADDITIONAL AGENDA ITEMS

None

3.ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda; it was then moved by C. Ferraro, and it was then seconded by commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

4.PUBLIC PARTICIPATION

None

5.APPROVAL OF THE PUBLIC MEETING MINUTES HELD JANUARY 13, 2025.

Chair S. Malecky made a motion to approve the Public Meeting Minutes held January 13, 2025; it was then moved by commissioner D. Hallas and second by Commissioner M. Dillon . There being no further discussion. The vote was unanimously approved and accepted.

6.APPROVAL OF THE REGULAR MEETING MINUTES HELD JANUARY 13, 2025.

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held January 13, 2025; it was then moved by commissioner D. Hallas and second by Commissioner M. Dillon . There being no further discussion. The vote was unanimously approved and accepted.

7.APPROVAL OF THE JANUARY 2025 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Commissioner C. Ferraro had a question about the HVC balance sheet under liability and surplus line item labeled Accounts Payable- Revolving Fund, she mentioned that the previous month the line item was lower versus this month.

D. Rafaniello, Staff Accountant, commented that the Revolving Fund is the master account that all bills are paid out of and that the individual property's accounts funds the master account, the account will fluctuate due to payments made that month.

Commissioner D. Hallas inquired about HAP income (Deficit) line item and if the PHA had used all of the budget.

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

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland that the Management Plan for the Period April 1, 2025, through March 31, 2026, be adopted.

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

Upon the call, the vote was: Ayes-5 Nays-0

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

c. HCV Program- Resolution 25-2-3

ADOPTION OF THE SECTION 8 HOUSING CHOICE VOUCHER PROGRAM- RESOLUTION 25-2-3
BUDGETS FOR THE FISCAL YEAR ENDING MARCH 31, 2026

The Housing Authority of the Town of Portland, a duly constituted body with its office and principal place of business at 9 Chatham Court, Portland, Connecticut, a body politic and corporate established under the Housing Authority laws of the State of Connecticut.

WHEREAS, the Housing Authority of the Town of Portland has complied with HUD Regulations on Housing Management for the Section 8 Housing Choice Voucher program; and,

WHEREAS the FYE March 31, 2026, Budgets for the Section 8 Housing Choice Voucher Program, have been approved for presentation to HUD.

WHEREAS no Authority employees have more than 100% of their salary prorated throughout the Programs.

NOW THEREFORE BE IT RESOLVED, by the Commissioners of the Housing Authority of the Town of Portland, that the Budgets for the Section 8 Housing Choice Voucher Program for the Fiscal Year Ending March 31, 2026, be adopted.

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 DIRECTORS REPORT:

Report: Tar's end numbers for the month of January 2024.

CC-active tenant's balance: \$8,781.29 QH-active tenant's balance: \$ 874.00
CC-move out balance: \$0 QH-move out balance \$ 0

Regular Housing Voucher leased	51
Project Based Voucher leased	25
Ported Out Voucher	13
Outstanding Voucher	0
Total	89

C. Diaz, Deputy Director, reported she made some changes to the format of the activity report for easy reading. Carissa Connolly is no longer working for the PHA. The PHA is currently interviewing for the RSC position.

10. OLD BUSINESS/ NEW BUSINESS

A. Harrison reported a tree branch fell on and pierced a tenant's bedrooms closet roof at Chatham Court during a snowstorm. Since then, the tree was removed by the contractor, and the repairs to the unit have been completed.

Harrison reminded the board that we are moving forward with the Solar project at Quarry Heights. Next month Kaite Shelton from Connecticut Green Bank will be coming in to do a presentation and provide more information regarding the length and scope of work required for the project.

Sav-Mor has notified the PHA of the increase in costs for supplies and materials that they may have to increase the pricing for the boiler replacement job, and we are waiting to hear back from their supplier to determine the final cost.

A . Harrison reported that Roberto Morosky started as full time employee in February.

11. ADJOURNMENT

At 4:18 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