



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

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Chair S. Malecky called the Special Meeting of the Portland Housing Authority to order on May 19, 2025, at 4:00p.m. virtually at <https://meet.goto.com/863255645>

**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, Carol Diaz, Deputy Director and Dan Rafaniello, Staff Accountant.

**OTHER:** Nathan Bonder from LIHTC Development Group LLC.

**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 D. Hallas, 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.RAD Presentation with Nathan Bonder**

Nathan Bonder presentation explained how PHAs are examining new subsidy and financial models for their housing authorities. His presentation primarily involves evaluating opportunities to convert public housing properties into the Section 8 platform via other programs offered by HUD. Historically he explained that Section 8 is a more stable program due to declined funding for Public Housing programs. A section 18 /RAD conversion allows PHAs to raise the capital it needs to perform minor to major repairs to the property. He explained RAD requirements processed for application, needs assessment, resident announcements, financial plan submission, closing process and time frame this would all take.

Chair S. Malecky inquired if the repositioning would help the Housing Authority purchase other properties. N. Bonder explained that essentially if the PHA was to convert the income would increase significantly and the board has the choice to either reinvest in the property or purchase new property to increase their portfolio, which is something that the Housing Authority can't consider at this time under the current Low Income Public Housing Program.

A. Harrison and the board of commissioners requested this matter be tabled for the next board meeting for a resolution to be presented for approval.

**6. APPROVAL OF THE PUBLIC MEETING MINUTES HELD April 14, 2025.**

Chair S. Malecky made a motion to approve the Public Meeting Minutes held April 14, 2025; it was then moved by commissioner D. Hallas and second by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

**7. ACCOUNTING REPORTS: APPROVAL OF THE APRIL 2025 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.**

Commissioner C. Ferraro had a question regarding the PHAs flood insurance price and if that price covered both Chatham Court and Quarry Heights.

D. Rafaniello informed the board that he would investigate and get back to them if it's site-specific coverage or a blanket coverage.

Chair S. Malecky made a motion to approve the April 2025 Schedule of Payments, Master Card Statements and the CT State Short Term Investment Fund prepared by T. Ewald; it was then moved by commissioner S. Malecky and second by Commissioner D. Halls. There being no further discussion. The vote was unanimously approved and accepted.

**8. EXECUTIVE DIRECTORS REPORT:**

**Office Report:** Tar's end numbers for the month of April 2025.

CC-active tenant's balance:	\$6,329.41	QH-active tenant's balance:	\$ 0
CC-move out balance:	\$0	QH-move out balance	\$ 216.87

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	15
Outstanding Voucher	0
Total	89

Chair S. Malecky made a motion to approve the Executive Directors Report; it was then moved by Commissioner D. Halls. There being no further discussion. The vote was unanimously approved and accepted.

**9. ANNUAL REPORT**

Allen Harrison presented a summary report for the fiscal year ending 3/31/2025.

Commissioner S. Malecky made a motion to approve the Annual Report, and it was seconded by commissioner D. Weeden. The vote was unanimously approved and accepted.

**10. ELECTION OF OFFICERS- RESOLUTION 25-5-1**

**ELECTION OF OFFICERS/RESOLUTION 25-5-1**

Whereas the Commissioners presented their ballots to be tallied.  
Whereas by majority vote, the following was the slate of officers:

Chairperson	<b><i>Susan Malecki</i></b>
Vice Chairperson	<b><i>Deborah Hallas</i></b>
Treasurer	<b><i>Daniel Weeden</i></b>
Secretary	<b><i>Allen Harrison</i></b>

A motion to close nominations, accept, and approve the slate of officers was made by Commissioner ***S. Malecky*** and seconded by Commissioner ***D. Weeden***.

Upon roll call, the “Ayes” and “Nays” were as follows:

Ayes-5

Nays-0

Commissioner ***S. Malecky*** declared the motion passed unanimously and the resolution adopted on May 19, 2025.

## **11. OLD BUSINESS/ NEW BUSINESS**

### **a. HARP funding:**

A. Harrison informed the commissioners that the PHA will be participating in the Housing Authority Resident Program (HARP) funding. Applicants may request a maximum of 10,000 per property a year for funding from the program. The purpose of this program is to provide funds for the State Sponsored Housing Authority owned developments that wish to enhance the quality of life for the residents with a variety of activities and or programs such as health/wellness, educational, recreational and social programs. Applicants must be in compliance with CHFA program requirements. The evaluation process is a first come, first served basis for completed and eligible applications while funding is available. The PHA is able to apply every year based on funding availability. Analiz will be gathering the information to submit to CHFA.

### **b. Sav-Mor Cooling & Heating/ Boilers:**

A. Harrison reported Sav-Mor will be at Chatham Court removing the boilers in the last week of May of 2025.

### **c. Audit:**

Organizer will be sent to the PHA to start in June of 2025.

### **d. Needs Assessment:**

The PHA will be contacting Partners to perform an updated needs assessment for the RAD application for Chatham Court.

## **12. ADJOURNMENT**

At 5:30 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