



# Housing Authority of the Town of Portland

## 9 Chatham Court, Portland, CT 06480

Executive Officer  
Allen Harrison, Secretary

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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 Annual Board Meeting of the Portland Housing Authority to order May 20, 2024, at 5:07 p.m. at the Chatham Court community room.

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

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

**ABSENT:** None

**2.ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to table the April 2024 Financial Statements prepared by T. Ewald, CPA, until June 2024 Board Meeting. There being no further discussion. The vote was unanimously approved and accepted.

**3.PUBLIC PARTICIPATION:**

None

**4.APPROVAL OF THE REGULAR MEETING MINUTES HELD April 15, 2024.**

Chairperson S. Malecky made a motion to approve Regular Board Meeting Minutes held April 15, 2024. There being no further discussion. The vote was unanimously approved and accepted.

**5.REVIEW AND TAKE ACTION ON April 2024 ACCOUNTING REPORTS- PREPARED BY T. Ewald, CPA.**

Chairperson S. Malecky made a motion to approve the Schedule of payments, Master Card Statements and Short-Term investment Fund(STIF) statements. There being no further discussion. The vote was unanimously approved and accepted.

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

**Office Report:** Tar's ending numbers for the month of April 2024.

CC-active tenant's balance:	\$6,811.35	QH-active tenant's balance:	\$ 1018.98
CC- active tenant's credit balance:	(\$7,959.00)	QH-active tenant's credit balance:	(\$637.00)
CC-move out balance:	\$0	QH-move out balance:	\$ 0

The PHA currently has 50 regular housing vouchers leased, 25 Project Based Voucher, 4 families that ported out for a total of 79 with 33 families shopping for units, the goal is to fill 89 vouchers.

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

**7.ANNUAL REPORT**

Allen Harrison presented a quick summary report for the fiscal year ending 3/31/2024.

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

**8.ELECTION OF OFFICERS**

**a. Resolution 24-5-1**

**ELECTION OF OFFICERS**

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

Chairperson-SUSAN MALECKY  
Vice Chairperson-DEBORAH HALLAS  
Treasurer-DANIEL WEEDEN  
Secretary-ALLEN HARRISON

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

Upon roll call, the “Ayes” and “Nays” were as follows:     Ayes-4                             Nays-0

Commissioner *S. Malecky* declared the motion passed unanimously and the resolution adopted on May 20, 2024.

**9.OLD/NEW BUSINESS**

**a. RESOLUTION 24-5-2**

**BOILER REPLACEMENT SERVICES**

**WHEREAS** two proposals for Boiler replacement services at Chatham Court were received; Proposals included Boiler & Water heater replacement for all buildings converting from oil to gas fired boilers and water heaters as the base bids.

**WHEREAS** the proposals were reviewed as base bids.

Sav-Mor Heating & Cooling Inc.	\$657, 500.00
Funk Boiler Works, Inc.	\$738,627.00
Add Alternate #1 Mortar Dome & Caps	
Sav-Mor Heating & Cooling Inc.	\$ 29,000.00
Funk Boiler Works	\$ 49,167.00
Add Alternate #2 Boiler Room Ceilings	
Sav-Mor Heating & Cooling Inc.	\$ 46,000.00
Funk Boiler Works	\$ 89,924.00

**BE IT THEREFORE RESOLVED** that the Commissioners of the Portland Housing Authority enter into a contract with Sav-Mor Heating & Cooling Inc. as the lowest, most responsible bidder; and

**FURTHERMORE**, that Allen Harrison and/or Susan Maleky are hereby authorized to enter into an Agreement with Sav-Mor Heating & Cooling Inc. for \$657,500.

It was moved by Commissioner D. Weeden and seconded by Commissioner D. Halls to adopt the above Resolution as introduced and read. Upon roll call, the “Ayes” and “Nays” were as follows:

Upon roll call, the vote was: Ayes-4

Nays-0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted on May 20, 2024.

**10.ADJOURNMENT**

At 6:00 pm, Chairperson 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