



# 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

Chair S. Malecky called the Special Board Meeting of the Portland Housing Authority to order June 24, 2024, at 5:07 p.m. at the Quarry Heights community room.

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

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

**ABSENT:** Vice Chairperson Deborah Hallas

**2.ACCEPTANCE OF THE AGENDA**

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

**3.PUBLIC PARTICIPATION:**

Tenant Terry J. expressed her need for a walk-in shower and an emotional support cat. She mentioned having a doctor's appointment coming up, July 16, 2024, and getting the PHA a doctor's note requesting the need for this.

**4.APPROVAL OF THE REGULAR MEETING MINUTES HELD May 20, 2024.**

Chairperson S. Malecky made a motion to approve Regular Board Meeting Minutes held May 20, 2024, and it was then moved by commissioner C. Ferraro and seconded by Commissioner D. Weeden .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.**

a. Chairperson S. Malecky made a motion to approve April and May 2024 Financial Statements. and it was then moved by commissioner C. Ferraro and seconded by Commissioner M. Dillon. There being no further discussion. The vote was unanimously approved.

b. Chairperson S. Malecky made a motion to approve the Schedule of payments for May 2024, it was then moved by commissioner C. Ferraro and seconded by Commissioner M. Dillon. There being no further discussion. The vote was unanimously approved.

c. Chairperson S. Malecky made a motion to approve Master Card Statements for May 2024, and it was then moved by commissioner D. Weeden and seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved.

d. Chairperson S. Malecky made a motion to approve the State of CT Short Term Investment Fund (STIF) Statement for May 2024. and it was then moved by commissioner D. Weeden and seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved.

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

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

CC-active tenant's balance:	\$7,774.75	QH-active tenant's balance:	\$ 812.93
CC- active tenant's credit balance:	(\$6,396.00)	QH-active tenant's credit balance:	(\$637.25)
CC-move out balance:	\$3,044.64	QH-move out balance:	\$ 0

The PHA currently has 51 regular housing vouchers leased, 25 Project Based Voucher, 9 families that ported out for a total of 85 with 15 families shopping for units, the goal is to fulfill 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. OLD BUSINESS/NEW BUSINESS**

### **a. Update Gas Conversion**

E. D. A. Harrison reported he has not yet signed a contract with Sav-Mor for the boiler replacement because there has been a change in the location of one of the gas lines from the original plans, but new changes have been approved.

### **b. Hosing Night of America-Baseball Night**

A. Harrison communicated that tickets sales help support the CONN NAHRO Scholarship Program that annually provides three or more scholarships to graduating high school seniors and current college undergraduates who are residents of housing authority managed properties or Section 8 housing. The Hartford Yard Goats play against the Portland Sea Dogs on Friday, July 12<sup>th</sup>. This is a great event for families and it's free to Chatham Court residents. If the any board member is interested, please let the PHA know.

### **c. Teresa Ewald, CPA.**

Will be joining us July 15<sup>th</sup>, 2024 at our next Board Meeting for a training session on How to read the financial Statements.

### **d. New Employee**

Mark Morosky is our new hire through Aerotek who began working on June 7, 2024, and comes with a background of plumbing and carpentry.

## **8. EXECUTIVE SESSION-LEGAL**

At 5:31 pm Chair Malecky moved that the Board enter Executive Session and invited Executive Director A. Harrison and Deputy Director C. Diaz into Executive Session.

At 5:57 pm Chair Malecky moved out of Executive Session.

There being no further discussion. The vote was unanimous, motion carried.

Chair S. Malecky declared the meeting in open session at 5:57 pm

## **9. ADJOURNMENT**

At 5:58 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