



# 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 April 15, 2024, at 5:01 p.m. at the Quarry Heights 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 approve the agenda. There being no further discussion. The vote was unanimously approved and accepted.

**3. PUBLIC PARTICIPATION:**

Tenant Oscar Rodriguez discussed his beliefs regarding drugs activity, substance abuse, illegal tenants, tenants not picking up after there ESA and the opioid crisis in the U.S.A

**4. APPROVAL OF THE REGULAR MEETING MINUTES HELD MARCH 18, 2024.**

Chairperson S. Malecky made a motion to approve Regular Board Meeting Minutes held March 18, 2024, and it was then moved by commissioner D. Hallas and seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

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

Tenant Commissioner C. Ferraro inquired the meaning of the last paragraph of the cover page to the financial statements.

Chairperson S. Malecky communicated her interest in training available for reading financial statements for the board members.

Chairperson S. Malecky made a motion to approve the Master Accounts, Section 8 Accounts, all bank accounts, and Credit Cards; it was first moved by C. Ferraro. 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 March 2024.

CC-active tenant's balance:	\$6,653.75	QH-active tenant's balance:	\$ 879.73
CC- active tenant's credit balance:	(\$9,344.23)	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 28 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.

## **8.OLD BUSINESS/NEW BUSINESS**

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

E. D A. Harrison explained the gas company is planning on running the lines in June.

### **b. Update on Boiler and Oil Tank removal**

E.D A. Harrison communicated that earlier that day he had a pre-bit meeting with 6 contractors, who walked around the property to discuss the scope of work that is needed to complete the work for the boilers and the removal of the oil tanks. A bid proposal is due to come out on May 1, 2024, which outlines specific plans for the project, the amount of time it will take and what it will cost.

## **9.ADJOURNMENT**

At 5:50 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