



# 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  
Matthew Pegolo, Treasurer  
Daniel Weeden, Commissioner  
Cynthia Ferraro, Tenant Commissioner

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Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on November 20, 2023, at 5:00 p.m. at the Chatham Court community room.

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

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

**OTHER:** Jason Geel from Maletta & Company

**ABSENT:** None

**2.ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to fix agenda line-item 9a review schedule 2023 Board Meeting should read review schedule for 2024. There being no further discussion. The vote was unanimously approved and accepted.

**3.PUBLIC PARTICIPATION:** None

**4.FYE MARCH 2023 Audit presentation, prepared and presented by Jason Geel, from Maletta & Company.**

Jason Geel gave a quick summary of the audit. The main areas looked in the audit are the financial statements and if the PHA has complied with State, Federal program, and Section 8 program. There were no current year financial statements findings or questioned costs. The PHA complied in all materials respects, with the types of compliance requirements expected that could have a direct and material effect on each of its major state programs for the year.

**5.APPROVAL OF THE MEETING MINUTES HELD October 16, 2023.**

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held October 16, 2023; it was then moved by commissioner D. Weeden and second by Commissioner M. Pegolo. There being no further discussion. The vote was unanimously approved and accepted.

**6. October 2023 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.**

Chair S. Malecky made a motion to approve the October 2023 financial reports prepared by T. Ewald; it was then moved by commissioner C. Ferraro and second by Commissioner M. Pegolo. There being no further discussion. The vote was unanimously approved and accepted.

**7. COMMUNICATIONS/CORRESPONDENCE**

None

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

**Report:** Tar’s ending numbers for the month of October 2023.

CC-active tenant’s balance:	\$2,506.77	QH-active tenant’s balance:	\$ 19.84
CC-move out balance:	\$0	QH-move out balance	\$ 0

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	16
Outstanding Voucher	34

**9. OLD BUSINESS/ NEW BUSINESS**

**a. Review schedule of 2024 Board Meeting.**

Chair S. Malecky made a motion to approve the schedule for 2024. There being no further discussion. The vote was unanimously approved and accepted.

**b. Cooperation Agreement-** The agreement was approved and signed by the town.

**c. Eagle environmental-** Will be conducting soil removal in early December, weather permitting. They will be removing soil from the back corner of the property where an old greenhouse stood.

**d. CT Tech Express LLC-** is our new local tech company on board with the PHA.

**10. ADJOURNMENT**

At 6:06 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