



# Housing Authority of the Town of Portland

## 9 Chatham Court, Portland, CT 06480

Executive Officer  
Allen Harrison, Secretary

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 Regular Board Meeting of the Portland Housing Authority to order August 19, 2024, at 5:03 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, and Carol Diaz Deputy Director.

**ABSENT:** Dan Rafaniello Staff Accountant

**2. ACCEPTANCE OF THE AGENDA**

Chair S. Malecky made a motion to add under old business/new business d. The amending of the Personnel Policy , and it was then seconded by commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

**3. PUBLIC PARTICIPATION:**

None

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

Chairperson S. Malecky made a motion to approve the Board Meeting Minutes held July 15, 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 and accepted.

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

Chairperson S. Malecky had a question regarding what Quill corporation was. C. Diaz responded that it's a company the PHA uses to order office supplies.

Chairperson S. Malecky made a motion to approve the July 2024 Accounting Reports, and it was then moved by commissioner D. Weeden and seconded by Commissioner D. Hallas. There being no further discussion. The vote was approved.

**6. EXECUTIVE DIRECTORS REPORT: Chatham Court, Quarry Heights, and Section 8 Office Report:** Tar's ending numbers for the month of July 2024.

CC-active tenant's balance:	\$7,700.90	QH-active tenant's balance:	\$ 588.93.
CC- active tenant's credit balance:	(\$5,213.68)	QH-active tenant's credit balance:	(\$608.25)
CC-move out balance:	\$0	QH-move out balance:	\$ 0

The PHA currently has 50 regular housing vouchers leased, 25 Project Based Voucher, 12 families that ported out for a total of 87 with 13 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. OLD BUSINESS/NEW BUSINESS**

### **a. Update Gas Installation**

E. D. A. Harrison reported Sav-Mor who was the low bidder will hold the price of the project for boiler installation to begin spring season of 2025. The contract will be signed once CNG starts to lay some physical lines down on the property.

### **b. SEMAP ( High Performer)**

SEMAP enables HUD to better manage the Section 8 Program by identifying PHA capabilities and deficiencies related to the administration of the Section 8 Program. The PHA's overall SEMAP score for the fiscal year was 93% and the PHA has been designated as a High Performer.

### **c. Audit Update**

E. D. A. Harrison reported the field work for the Annual Audit will be performed on September 19, 2024, at our main office by Jason Giel.

The staff has been working on submitting via web organizer the other necessary documents requested by the auditor. We expect to have a final audit report for the November Board Meeting.

### **d. Personnel Policy**

E. D. A. Harrison reported the suggested changes made to the Personnel Policy, as times change and in the light of potential new hires, changes needed to be made, to keep up with costs.

Chairperson S. Malecky made a motion to approve the Personnel Policy, and it was then seconded by commissioner D. Weeden. There being no further discussion. The vote was approved.

## **8. ADJOURNMENT**

At 5:35 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