



# 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  
Maura Dillion, Secretary  
Daniel Weeden, Treasurer  
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order September 16, 2024, at 5:02 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 Ferrar.

**STAFF:** Allen Harrison Executive Director, and Carol Diaz Deputy Director.

**ABSENT:** Commissioner, Maura Dillon and Dan Rafaniello, Staff Accountant.

**2.REQUEST FOR ADDITIONAL AGENDA ITEMS**

E.D A. Harison requested to add the Family and Medical Leave Policy under Old/New Business.  
Chair S. Malecky requested to add Community Outreach under Old/New Business.

**3.ACCEPTANCE OF THE AGENDA**

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

**4.PUBLIC PARTICIPATION:**

None

**5.APPROVAL OF THE REGULAR MEETING MINUTES HELD August 19, 2024.**

Chairperson S. Malecky made a motion to approve the Board Meeting Minutes held August 19, 2024, and it was then moved by commissioner D. Hallas and seconded by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

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

Commissioner C. Ferraro inquired as to when was the last time an assessment was calculated for the value of the land?

Chair S. Malecky informed Commissioner C. Ferraro that the town is the one who takes care of the property assessment done by the assessor's office and is done every 10 years.

The Commissioner also inquired about the meaning of Contract retentions under QH balance sheet, under Surplus Liabilities and the meaning on restricted/unrestricted net assets.

E.D A. Harrison would get back to her with further explanation.

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

**7.COMMUNICATIONS/ CORRESPONDENCE**

None

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

**Office Report:** Tar’s ending numbers for the month of August 2024.

CC-active tenant’s balance:	\$6,061.35	QH-active tenant’s balance:	\$ 847.99
CC- active tenant’s credit balance:	(\$3,930)	QH-active tenant’s credit balance:	(\$993.00)
CC-move out balance:	\$5,466.19	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 88 with 11 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.

**9.OLD BUSINESS/NEW BUSINESS**

**a. Update Gas lines**

E. D. A. Harrison reported the project started on August 26, 2024, and it’s ongoing but some physical lines have been laid down on the property. Conversion of oil heat to Gas heat will not be done until the spring of 2025.

**b. Maintenance position**

E. D. A. Harrison New hire did not work out, the temporary employee will be staying with us a bit longer in the light of this.

**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 plan is to present the final audit report for the November Board Meeting.

**d. Family and Medical Leave Policy**

**RESOLUTION 24-9-1**

**WHEREAS**, the Commissioners of the Portland Housing Authority have reviewed the Family Medical Leave Policy; and

**WHEREAS**, The Commissioners feel, to the best of their knowledge, said assessment was prepared accurately.

**BE IT THEREFORE RESOLVED** that the Commissioners of the Portland Housing Authority certify to the best of their knowledge, that Public Act 24-5 of the CT Paid Family & Medical Leave Insurance Program and the State of Connecticut Family and Medical Leave Act; and

**FURTHERMORE**, that the Executive Director be, and hereby is, authorized to approve the Amendment to the Personnel Policy under the FML Act.

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

Para una traducción en español por favor llame a la oficina (860) 342-1688  
The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

Ayes- 4

Nays - 0

Chairperson Malecky declared the motion passed unanimously and the resolution adopted.

**e. Community Outreach**

Chair S. Malecky shared with the board of commissioners a discussion she had with an individual at the Democratic Town Committee Fundraiser regarding the property signs. It was suggested for the PHA to focus more on the property name. She also wanted the PHA to share with its residents how the Committee on Solidarity invites residents who identify as Black/African American to join a focus group discussion on the state of Black America report and how it may relate to Portland, CT.

E.D. A. Harrison suggested he would advertise for the SOBA group and discuss the property sign at the next RAB meeting and see if that's something the community would like to see change.

**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