



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 Dillion, Commissioner

Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on December 16, 2024, at 5:04 p.m. at the Quarry Heights community room.

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

STAFF: Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Deputy Director, and Carissa Connelly, Resident Service Coordinator.

ABSENT: None

2.REQUEST FOR ADDITIONAL AGENDA ITEMS

None

3.ACCEPTANCE OF THE AGENDA

Chair S. Malecky made a motion to approve the agenda; it was then moved by D. Weeden, and it was then seconded by commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

4.PUBLIC PARTICIPATION:

Resident D. Cunningham made the board aware that there was an individual on the property harassing her and not making her feel safe in her apartment.

C. Diaz Deputy Director reassured her that PHA would address the issue and speak to her case manager.

5.APPROVAL OF THE MEETING MINUTES HELD November 18, 2024.

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held November 18, 2024; it was then moved by commissioner D. Hallas and second by Commissioner M. Dillon . There being no further discussion. The vote was unanimously approved and accepted.

6.APPROVAL OF THE NOVEMBER 2024 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Commissioner C. Ferraro had a couple of questions regarding Bed Bug treatment amount, security deposit and Quill, questions regarding details on these topics were answered by A. Harrison.

Commissioner D. Hallas inquired if the State CT short-term investment accounts were only open to non-profit agencies. D. Rafaniello Staff Accountant explained they were open to government-related agencies only.

Chair S. Malecky made a motion to approve the November 2024 financial reports prepared by T. Ewald; it was then moved by commissioner C. Ferraro and second by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

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

Report: Tar’s ending numbers for the month of November 2024.

CC-active tenant’s balance: \$8,969.02 QH-active tenant’s balance: \$ 848.35
CC-move out balance: \$0 QH-move out balance \$ 0

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	13
Outstanding Voucher	5
Total	87

8. OLD BUSINESS/ NEW BUSINESS

a. Review schedule of 2025 Board Meetings.

A. Harrison included the revised Board Meeting scheduled as previously discussed the non- daylight-saving months (November, December, January, February, March and April) to move up the Board meeting times to 3:30 pm, with no objections from commissioners.

b. New RSC

A. Harrison, Executive Director introduced Carissa Connelly as the new Resident Service Coordinator.
C. Connelly introduced herself, told a bit about herself, her education background and her qualifications.
Commissioners welcomed her to the team.

9. EXECUTIVE SESSION

At 5: 37 pm Chair S. Malecky moved that the Board enter executive session.

At 6:10 pm Chair S. Malecky moved that the Board excuse Executive Director out of Executive Session.

At 6: 18 pm Chair S. Malecky moved that the Board invited in A. Harrison, and the motion was seconded by commissioner C. Ferraro.

There being no further discussion. The vote was unanimous, motion carried.
Chair S. Malecky declared the meeting in open session at 6:19 pm

10. DECISION ON PERSONAL MATTER

Commissioners of the PHA agreed to give the Executive Director his yearly salary increase beginning April 1, 2025.

11. ADJOURNMENT

At 6:19 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