



# 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 January 13, 2025, at 3:34 p.m. at the Chatham Court 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:** Dan Rafaniello- Staff Accountant, and Carissa Connelly-Resident Service Coordinator.

**ABSENT:** Allen Harrison- Executive Director, Carol Diaz- Deputy Director

**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 C. Ferraro, and it was then seconded by commissioner M. Dillion. There being no further discussion. The vote was unanimously approved and accepted.

**4.PUBLIC PARTICIPATION:**

None

**5.APPROVAL OF THE MEETING MINUTES HELD December 16, 2024.**

Chair S. Malecky made a motion to approve the Regular Meeting Minutes held December 16, 2024; it was then moved by commissioner D. Hallas and second by Commissioner D. Weeden. There being no further discussion. The vote was unanimously approved and accepted.

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

Tenant Commissioner C. Ferraro, had a question regarding line item 1380 in the Revolving fund report, if the PHA would be making tenants responsible for cost of damages?

D. Rafaniello informed the commissioners that line item 1380 cost is not all damages due to tenant negligence, but also includes repairs not inquired due to tenant fault and offered to provide a brake down of line item 1380.

Chair S. Malecky made a motion to approve the December 2025 financial reports prepared by T. Ewald; it was then moved by commissioner D. Weeden 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 December 2024.

CC-active tenant's balance: \$8,781.29                      QH-active tenant's balance: \$ 225.00

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The Portland Housing Authority is an Equal opportunity Affirmative Action Employer

CC-move out balance:                 \$0   QH-move out balance                 \$ 0

|                                |    |
|--------------------------------|----|
| Regular Housing Voucher leased | 51 |
| Project Based Voucher leased   | 25 |
| Ported Out Voucher             | 13 |
| Outstanding Voucher            | 0  |
| Total                          | 89 |

Dan Rafaniello- Staff Accountant announced budget approval is scheduled for the next board meeting February 18, 2025, before the PHA is required to submit to state and federal agencies. He updated the board that the Resident Service Coordinator along with Deputy Director hosted a meet and greet at both properties, giving tenants a chance to meet Carissa Connelly. Dan Rafaniello also updated the board that he was working along with the housing attorney to establish Portland Communities 501c3 application to establish that entity as a nonprofit, in conjunction with the application for RAD conversion for the PHA Federal property. He reports the goal is to have the RAD conversion application finalized by summer of 2025.

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

**8. OLD BUSINESS/ NEW BUSINESS**

None

**9. ADJOURNMENT**

At 4:00 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