



# 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 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 on March 17, 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 Dillon, Tenant Commissioner Cynthia Ferraro, and Commissioner Dan Weeden.

**STAFF:** Allen Harrison Executive Director, Dan Rafaniello Staff Accountant, Carol Diaz Deputy Director and Analiz Hernandez, RSC.

**OTHER:** Katie Shelton- Greenbank Solar

**ABSENT:** None

**2. REQUEST FOR ADDITIONAL AGENDA ITEMS**

Chair S. Malecky made a motion to amend the agenda by adding Boiler Replacement Services-Resolution 25-3-3 under Old Business/ New Business, it was then moved by commissioner D. Hallas and seconded by commissioner C. Ferraro.

**3. ACCEPTANCE OF THE AGENDA**

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

**4. PUBLIC PARTICIPATION**

None

**5. APPROVAL OF THE PUBLIC MEETING MINUTES HELD February 18, 2025.**

Chair S. Malecky made a motion to approve the Public Meeting Minutes held February 18, 2025; it was then moved by commissioner D. Hallas and second by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

**6. GREENBANK SOLAR PRESENTATION**

**a. Resolution 25-3-1**

Katie Shelton spoke about Greenbank Solar Mission and Vision. Green bank uses limited public dollars to attract private capital investment and offers green solutions that help low-income residents and businesses in Connecticut thrive. Their mission is to confront climate change by increasing and accelerating investment into CT's green economy to create more resilient, healthier, and equitable communities. She explained how it would benefit the residents to reduce financial burden and their homes demand from the electric grid. It would also provide performance incentives to tenants based on how much the solar panels produce during peak summer and winter days.

**Resolution 25-3-1**  
**CERTIFIED COPY OF RESOLUTION**  
**OF THE BOARD OF COMMISSIONERS OF PORTLAND HOUSING AUTHORITY**

The undersigned hereby certifies that he/she is the duly elected, qualified and acting chair of the PORTLAND HOUSING AUTHORITY, which is duly organized and existing under the laws of the State of Connecticut (the "Property Owner"). The undersigned further certifies that the following is a true and accurate copy of a resolution adopted at a meeting of the Board of Commissioners duly called and held at its offices on March 17, 2025, at which meeting a quorum was present and voting throughout.

"**WHEREAS** the Property Owner intends to enter into an Offtake Agreement (as defined below) with CEFIA Holdings LLC, or any other subsidiary of the Connecticut Green Bank (collectively, the "System Owner"), pursuant to which System Owner will install renewable energy systems at the following property or properties owned by the Property Owner:

Quarry Heights & Extension  
208 Main St  
Portland, CT 06480

**WHEREAS** System Owner shall pay rent to, or share the revenue from the sale of electricity with, the Property Owner over twenty (20) years, as more particularly described in that certain Site Lease Agreement by and between System Owner and the Property Owner (the "Offtake Agreement"), the substantive form of which is attached hereto and made part hereof, subject to final modification and negotiation.

**BE IT RESOLVED:** that the Property Owner be and hereby is authorized and empowered, acting through the Executive Director, in accordance with the requirements of any applicable charter, bylaws, ordinance, or code, to take on any obligations contained in the Offtake Agreement.

**BE IT FURTHER RESOLVED:** that the Executive Director of the Property Owner, acting alone, be and hereby is authorized and empowered and directed to do all things that may be necessary or appropriate to obtain and consummate the transaction contemplated above, including execute the Offtake Agreement(s), and all such other agreements, instruments, documents associated with the Offtake Agreement(s), as System Owner shall reasonably require, with all such additional terms and conditions as such Property Owner shall determine to be necessary, useful or required in furtherance of or in order to give effect to the purpose or intent of the resolutions set forth herein; and

**BE IT FURTHER RESOLVED:** that any acts of the Executive Director of the Property Owner, acting alone, on behalf of the Property Owner taken prior to the date hereof which would have been authorized by the foregoing resolutions, be, and they hereby are, individually and collectively ratified, confirmed, adopted and approved."  
Given under my hand as Chair of the Board of said Property Owner.

It was moved by **D. Weeden** and seconded by **M. Dillon** to adopt the above Resolution as introduced and read. Upon roll call, the "Ayes" and "Nays" were as follows:

**Ayes 5**

**Nays 0**

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

**7. APPROVAL OF THE FEBRUARY 2025 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.**

Chair S. Malecky made a motion to approve the February 2025 financial reports prepared by T. Ewald; 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.

**8. REVIEW AND APPROVE OF WRITE-OFF FOR FYE 2024 FOR CHATHAM COURT**

**a. Federal Project-Resolution 25-3-2**

**Resolution 25-3-2  
Chatham Court Federal Project**

WHEREAS, the Housing Authority has made diligent collection efforts and has found no income or assets that can be attached.

NOW THEREFORE, the Commissioners of the Portland Housing Authority hereby authorize the write-off of **\$5,466.19** for uncollected debts from Chatham Court vacated Tenant Account Receivables pending approval from DECD if required.

*Chatham Court*

D. Anderson                    \$2,655.64  
T. Kandeke                    \$2,810.55

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

**Ayes 5**

**Nays 0**

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

**9. EXECUTIVE DIRECTORS REPORT:**

**Report:** Tar’s end numbers for the month of February 2025.

CC-active tenant’s balance:        \$6,900.71                            QH-active tenant’s balance: \$ 1008.00  
CC-move out balance:                \$0                                        QH-move out balance        \$ 0

Regular Housing Voucher leased	48
Project Based Voucher leased	25
Ported Out Voucher	15
Outstanding Voucher	1
Total	88

**10. OLD BUSINESS/ NEW BUSINESS**

**a. Boiler Replacement Services-Resolution 25-3-3**

**RESOLUTION 25-3-3  
Boiler Replacement Services**

**WHEREAS** two proposals for Boiler replacement services at Chatham Court were received; Proposals included Boiler & Water heater replacement for all buildings converting from oil to gas fired boilers and water heaters as the base bids.

**WHEREAS** the proposals were reviewed as base bids.

Sav-Mor Heating & Cooling Inc.                            \$688, 000.00  
Funk Boiler Works, Inc.                                        \$738,627.00

Add Alternate #1 Mortar Dome & Caps	
Sav-Mor Heating & Cooling Inc.	\$ 29,000.00
Funk Boiler Works	\$ 49,167.00

Add Alternate #2 Boiler Room Ceilings	
Sav-Mor Heating & Cooling Inc.	\$ 46,000.00
Funk Boiler Works	\$ 89,924.00

**BE IT THEREFORE RESOLVED** THAT the Commissioners of the Portland Housing Authority enter into a contract with Sav-Mor Heating & Cooling Inc. as the lowest, most responsible bidder; and

**Furthermore**, Allen Harrison and/or Susan Malecky are hereby authorized to enter into an Agreement with Sav-Mor Heating & Cooling Inc. for \$688,000. Alternate #1 Mortar Dome & Caps for \$29,000.

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:

Upon a roll call, the vote was:     Ayes 5     Nays 0

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

**b. New RSC**

Analiz Hernandez introduced herself and spoke about her background experience and previous jobs that will help with the RSC position.

**11. ADJOURNMENT**

At 5:00 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