



Housing Authority of the Town of Portland 9 Chatham Court, Portland, CT 06480

Executive Officer
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Board of Commissioners
Susan Malecky, Chair
Deborah Hallas, Vice Chair
Daniel Weeden, Treasurer
Maura Dillon, Commissioner
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Board Meeting of the Portland Housing Authority to order on April 14, 2025, at 3:31 p.m. at the Quarry Heights 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, and Carol Diaz Deputy Director.

ABSENT: Dan Rafaniello Staff Accountant

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 D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

4.PUBLIC PARTICIPATION

Terry J. updated the board on her personal life.

5.APPROVAL OF THE PUBLIC MEETING MINUTES HELD MARCH 17, 2025.

D. Hallas inquired about the Master Card Statement, for Indeed and its success rate.

A. Harrison explained Indeed is the company used to advertise job postings for the agency and that there is a good number of applicants who apply.

C. Ferraro inquired about line item 5168 Ganos Power Equipment.

A. Harrison explained it's a new paddle snow blower that was purchased at a discounted rate on the DAS Contract.

D. Weeden inquired about line item 1437 Tunxis Ohr's Fuel.

A. Harrison explained Tunxis changed their system of billing, and did not notify its customers of this change. Therefore, we were not aware of the balance we owed.

Chair S. Malecky made a motion to approve the Public Meeting Minutes held March 17, 2025; it was then moved by commissioner D. Weeden and second by Commissioner M. Dillon. There being no further discussion. The vote was unanimously approved and accepted.

6.APPROVAL OF THE MARCH 2025 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Chair S. Malecky made a motion to approve the March 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.

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

7. EXECUTIVE DIRECTORS REPORT:

Office Report: Tar's end numbers for the month of March 2025.

CC-active tenant's balance:	\$6,350.16	QH-active tenant's balance:	\$ 30.00
CC-move out balance:	\$0	QH-move out balance	\$ 0

Regular Housing Voucher leased	49
Project Based Voucher leased	25
Ported Out Voucher	14
Outstanding Voucher	1
Total	88

8. OLD BUSINESS/ NEW BUSINESS

a. Update Gas conversion

A. Harrison reported contract was signed with Sav-Mor and the bond was issued. The project is expected to start sometime in June and to be completed no later than September, just in time for heating season.

We will then reach back for a bid for the oil tank removal, unless the contractor is willing to honor the original bid amount.

Anthony Sherman from CNG called, the meters were not installed last year when the gas lines were laid out because as soon as the meters are installed, we would get billed for it. The installation of meters is projected to start in May 2025.

b. Update RAD Conversion

A. Harrison reported that the PHA team has been working on updating the information required by the RAD conversion. We also had a Go to Meeting with Karen Kravitz, John D'Amelia, and Nathan Bonder from LIHTC Development Group LLC. We would like to explain further the process of this conversion and plan to have a presentation for the next Board Meeting via go to meeting on May 19, 2025 at 4:00pm.

9. ADJOURNMENT

At 4:17 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