



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, Secretary
Cynthia Ferraro, Tenant Commissioner

Chair S. Malecky called the Regular Meeting of the Portland Housing Authority to order on Monday, March 16, 2026, at 3:36 p.m. at the Chatham Court Community room.

1. CALL TO ORDER/ ROLL CALL PRESENT the PHA BOARD OF COMMISSIONERS: Chair Susan Malecky, Commissioner Deborah Hallas, Tenant Commissioner Cynthia Ferraro, Commissioner Maura Dillion and Commissioner Dan Weeden.

PHA STAFF: Allen Harrison, Executive Director; Carol Diaz, Deputy Director; Dan Rafaniello, Staff Accountant.

ABSENT: None

OTHER: Vincent Pitruzzello (Town of Portland liaison)

2. REQUEST FOR ADDITIONAL AGENDA ITEMS

Tenant Commissioner C. Ferraro raised an inquiry related to Imagineers and requested that the matter be placed on a future agenda. Chair S. Malecky responded by noting that such matters should first be addressed through the appropriate administrative office channels.

3. ACCEPTANCE OF THE AGENDA

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

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF THE REGULAR MEETING MINUTES HELD FEBRUARY 17, 2026.

Commissioner D. Hallas stated that she was not the individual who inquired about the rationale for maintaining two STIF accounts.

Chair S. Malecky made a motion to amend and approve the meeting minutes to reflect herself as the correct inquiring party, seconded by C. Ferraro. There being no further discussion, the motion carried unanimously.

6. ACCOUNTING REPORTS: APPROVAL OF THE FEBRUARY 2026 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.

Commissioner C. Ferraro inquired regarding the meaning of PHA Federal Chatham Court expenditures for property contra, allowance for doubtful accounts—tenants, and CFP work in progress on the PHA Balance Sheet.

D. Rafaniello, Staff Accountant, stated that he believed it to be an alternative method of presenting accumulated depreciation of capital assets on the balance sheet and indicated that he would provide a more detailed

explanation via email. He explained that allowance for doubtful accounts, the PHA estimates an allowance for tenant accounts that may not be collectible and that potential write-offs are recorded in advance as an expense. He further explained that CFP Work in Progress relates to the Capital Fund Program, a federal funding source used for capital improvement projects that have not yet been completed.

Chair S. Malecky made a motion to approve the February 2026 Financial Reports, Schedule of Payments, Master Card Statements and the CT State Short-Term Investment Fund 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. REVIEW AND APPROVE Write-Off s for FYE 2025 for Chatham Court.

a. Resolution 26-3-1

RESOLUTION 26-3-1 /STATE PROGRAM -QUARRY HEIGHTS Write offs

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 \$216.87 for uncollected debts from Quarry Heights vacated Tenant Account Receivables pending approval from DECD Department of Economic and Community Development if required.

Quarry Heights: J. Botelho:\$216.87

It was moved by **C. Ferraro** and seconded by **D. Weeden** 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.

8.EXECUTIVE DIRECTORS REPORT:

Office Report: Tenant Accounts Receivables (TARs) end numbers for the month of February 2026

CC-active tenant’s balance:**\$3,764.06** QH-active tenant’s balance: **\$638.70**
 CC-move out balance: **\$0** QH-move out balance **\$ 0**

Regular Housing Voucher leased	43
Project Based Voucher leased	24
Ported Out Voucher	18
Outstanding Voucher	0
Total	85

V. Pitruzzello, Town of Portland Liaison, raised several inquiries regarding the properties to gain a better understanding of both sites, including questions related to the number of units at each property, tenant demographics, bedroom types available, gross rent amounts per property, waiting list, inspections and subsidy amounts allocated to each property.

A. Harrison along with D. Rafaniello, Staff Accountant provided a brief response to the inquiries.

9. OLD BUSINESS/ NEW BUSINESS

A. Harrison reported that the Connecticut Green Bank nominated the Portland Housing Authority for a 2025 award recognizing outstanding partners and projects. He noted that the award ceremony is scheduled for Tuesday, March 17, at the Chrysalis Center in Hartford.

He further reported that PurePoint Energy is the contractor performing the solar installation and the project is anticipated to commence in October.

A. Harrison inquired with the Board regarding the possibility of cancelling the April Board meeting due to the number of ongoing projects. Chair S. Malecky requested the opinion of the Board. There being no further discussion, the motion carried unanimously.

10. ADJOURNMENT

At 4:44 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