



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

Chair S. Malecky called the Special Board Meeting of the Portland Housing Authority to order on June 15, 2026, at 3:32 p.m. at the Quarry Heights community room.

1.CALL TO ORDER/ ROLL CALL PRESENT:

Chair, Susan Malecky
Vice Chairperson, Deborah Hallas
Commissioner Maura, Dillon
Tenant Commissioner, Cynthia Ferraro.

STAFF:

Executive Director, Allen Harrison
Staff Accountant, Dan Rafaniello
Deputy Director, Carol Diaz

ABSENT:

Commissioner, Dan Weeden

2.REQUEST FOR ADDITIONAL AGENDA ITEMS

None

3.ACCEPTANCE OF THE AGENDA

Chair Susan Malecky requested a motion to approve the agenda; commissioner M. Dillon moved to approve the agenda, and it was seconded by C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

4.PUBLIC PARTICIPATION

None

5.APPROVAL OF THE PUBLIC MEETING MINUTES HELD May 18, 2026.

Chair S. Malecky made a motion to approve Board Meeting Minutes held May 18, 2026; it was then moved by commissioner C. Ferraro and second by Commissioner M. Dillon. There being no further discussion. The vote was unanimously approved and accepted.

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

Tenant Commissioner C. Ferraro inquired about the April 2026 Financial Statements, specifically page 6 of 9 of the Quarry Heights Operating Statement. She requested clarification regarding line item 6729, "Insurance – Other," and asked what expenses or coverage are included under this account .

Staff Accountant D. Rafaniello explained that line item 6729, "Insurance – Other," includes smaller insurance policies maintained by the Housing Authority, such as cyber insurance coverage.

Vice Chair, D. Hallas, asked for clarification regarding the use of numbers shown in parentheses on the financial statements. Specifically, he inquired whether the figures in parentheses indicate a deficit or loss, or whether they represent revenue or funding that is expected but has not yet been received. Staff Accountant D. Rafaniello explained that figures shown in parentheses generally indicate the remaining budgeted funds.

Chair S. Malecky requested a motion to approve the April and May 2026 Financial Reports, April and May Schedule of Payments, May Master Card Statements and the May CT State Short-Term Investment Fund prepared by T. Ewald; it was then moved by M. Dillon seconded by Commissioner D. Hallas. There being no further discussion. The vote was unanimously approved and accepted.

7. EXECUTIVE DIRECTORS REPORT:

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

CC-active tenant's balance: **\$5,162.24**
CC-move out balance: **\$0**

QH-active tenant's balance: **\$116.35**
QH-move out balance: **\$0**

Regular Housing Voucher leased	43
Project Based Voucher leased	24
Ported Out Voucher	19
Outstanding Voucher	0
Total	86

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

8. OLD BUSINESS/ NEW BUSINESS

Executive Director A. Harrison reported that Cody will transition to a full-time position with the Agency effective July 6, 2026. He also reported that the Agency has hired a new Resident Services Coordinator (RSC), who is expected to begin employment next week.

He further reported that the Portland Housing Authority is working with the Connecticut Department of Energy and Environmental Protection (DEEP) to secure the required permits and complete the registration process for the oil tanks at Chatham Court. Upon completion of these requirements, the Agency will be able to proceed with the removal of the tanks.

The Summer Lunch Program will resume in July. He noted that enrollment is lower than in prior years, as a significant number of children are participating in summer camp programs this season.

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