



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 Regular Board Meeting of the Portland Housing Authority to order on July 20, 2026, at 3:36 p.m. at the Chatham Court community room.

1. CALL TO ORDER/ ROLL CALL PRESENT:

Chair Susan Malecky
Vice Chairperson Deborah Hallas
Commissioner Maura Dillon
Tenant Commissioner Cynthia Ferraro
Commissioner Dan Weeden

PHA STAFF:

Executive Director Allen Harrison
Staff Accountant Dan Rafaniello
Deputy Director Carol Diaz
Maintenance Staff Cody Segarra

2. REQUEST FOR ADDITIONAL AGENDA ITEMS

None

3. ACCEPTANCE OF THE AGENDA

Executive Director A. Harrison reported that Cody Segarra transitioned to a full-time position with the Agency effective July 6, 2026, and formally introduced Mr. Segarra to the Board of Commissioners.

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.

4. PUBLIC PARTICIPATION

None

5. APPROVAL OF THE PUBLIC MEETING MINUTES HELD JUNE 15, 2026.

Chair S. Malecky requested a motion to approve Board Meeting Minutes held June 15, 2026; 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.

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

Tenant Commissioner C. Ferraro inquired about the meaning of Temporarily Restricted Net Assets – RM&R. Executive Director A. Harrison explained that these funds are restricted for Repairs, Maintenance, and Replacement (RM&R) purposes and are reserved for future property-related capital needs and improvements.

Tenant Commissioner C. Ferraro also inquired about page 6 of 9-line item 6537 Grounds Contracts. Executive Director A. Harrison explained that these contracts cover plumbing, landscaping, lawn care, snow removal, and other ground maintenance services at the Authority's state-assisted housing properties.

Chair S. Malecky requested a motion to approve the June 2026 Financial Reports, the Schedule of Payments, June Master Card Statements and the June CT State Short-Term Investment Fund prepared by T. Ewald; it was then moved by D. Weeden, seconded by Commissioner C. Ferraro. 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 June 2026

CC-active tenant's balance: **\$5,016.70**
CC-move out balance: **\$0**

QH-active tenant's balance: **\$263.50**
QH-move out balance: **\$0**

Regular Housing Voucher leased	41
Project Based Voucher leased	25
Ported Out Voucher	19
Outstanding Voucher	0
Total	85

C. Diaz reported that HUD headquarters has made us aware that the HCV program is no longer projecting a HAP shortfall for the calendar year. The PHA may commence issuing general vouchers.

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

8. OLD BUSINESS/ NEW BUSINESS

Executive Director A. Harrison reported that the six-oil-tank removal project commenced on July 20, 2026. Eagle Environmental will be onsite to conduct soil testing as part of the project. Mr. Harrison noted that completion of this project is an important step in advancing the Housing Authority's application process for the proposed RAD (Rental Assistance Demonstration) conversion.

Harrison also reported that Jason Geel, has contacted The PHA regarding the upcoming annual audit, and the audit organizer will be distributed via email.

Additionally, the solar project at Quarry Heights is scheduled to begin in Fall 2026.

The Summer Lunch Program resumed 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.

Staff Accountant D. Rafaniello reported that a meeting has been scheduled for July 28, 2026, with a prospective accounting firm as part of the Agency's search for a new Fee Accountant . Ms. Rafaniello noted that it has been challenging to identify accounting firms willing to provide services to a small housing authority. The purpose of the meeting is to determine whether the firm would be a suitable fit for the Agency's needs.

9. ADJOURNMENT

At 4:07 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