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 Susan Malecky called the Regular Board Meeting of the Portland Housing Authority to order on October 19, 2026, at 3:36 p.m. at the Quarry Heights community room.

1.CALL TO ORDER/ ROLL CALL PRESENT:
Chair Susan Malecky
Vice Chair Deborah Hallas
Commissioner Maura Dillon
Tenant Commissioner Cynthia Ferraro

PHA STAFF:
Executive Director Allen Harrison
Deputy Director Carol Diaz
Resident Service Coordinator Pricilla Colon Rivera

OTHER: Vincent Pitruzzello (Town of Portland liaison)

Absent: Commissioner Dan Weeden
Staff Accountant Dan Rafaniello

2.REQUEST FOR ADDITIONAL AGENDA ITEMS
None

3.ACCEPTANCE OF THE AGENDA
Chair S. Malecky requested a motion to approve the agenda; Commissioner D. Hallas moved to approve the agenda, and it was seconded by Commissioner 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 September 21, 2026.
Chair S. Malecky requested a motion to approve the meeting minutes for September 21, 2026; Commissioner D. Hallas moved to approve the minutes, and it was seconded by Commissioner C. Ferraro. There being no further discussion. The vote was unanimously approved and accepted.

6. ACCOUNTING REPORTS: APPROVAL OF THE September 2026 FINANCIAL REPORTS- PREPARED BY T. Ewald, CPA.
Commissioner Ferraro inquired about the meaning of the bold figure of (486.01) in the fifth column of the last line on page 2 of 9. A. Harrison stated that figures were bold to represent a negative number under the budget projection.

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

CC-active tenant's balance: **$5,455.18.** QH-active tenant's balance: **$277.55**
CC-move out balance: **$0** QH-move out balance **$ 0**

Regular Housing Voucher leased	39
Project Based Voucher leased	25
Ported Out Voucher	15
Outstanding Voucher	1
Total	79

C. Diaz reported that she successfully completed the CDBG grant training. She further stated that she plans to meet with Mike P., the Town's Selectman, in the near future along with A. Harrison to discuss potential collaboration on a CDBG grant project aimed at providing updates and improvements for the elderly community at Quarry Heights.

C. Diaz reported that the Federal and State waiting lists are anticipated to reopen simultaneously in the near future. She noted that office staff have been working diligently to process the files as efficiently as possible and that the numbers may fluctuate over the next several months as processing continues.

Carol introduced Priscilla Colon Rivera as the Resident Services Coordinator. Priscilla introduced herself and expressed her enthusiasm about joining the team. She provided an overview of upcoming activities, including a flu clinic in collaboration with Chatham Health, a Halloween costume swap, and Halloween on Main. Priscilla also shared her commitment to bringing residents together and connecting them with available community resources and services.

S. Malecky inquired whether grab bars are currently installed in the bathrooms of Quarry Heights units and whether they are standard features. A. Harrison reported that grab bars are present in some units but not all. He further expressed hope that, through the CDBG grant, future improvements could be made to enhance accessibility for elderly residents, including the installation of walk-in showers in all units.

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

8. OLD BUSINESS/ NEW BUSINESS

A. Harrison reported that Jason Geel is scheduled to visit the office on October 20, 2026, to conduct his field office portion of the audit. Jason is expected to attend the November Board Meeting to present the yearly audit to the Board members.

A. Harrison reported that a couple of Request for Proposals (RFP) have been issued. One is for a new accountant, and a second RFP has been issued for a modernization grant consultant. The RFPs are available on the CONN NAHRO and NERC NAHRO websites and CT. Source.

C. Ferraro inquired about the status of the solar project at Quarry Heights. A. Harrison reported that the project is moving forward and that the final details are being completed in preparation for implementation. The project is expected to commence soon. A. Harrison reported that the Eversource project agreement for the split units was reviewed by RLE and the agency's attorney prior to signing. The attorney incorporated additional language into the agreement to provide further protection for the agency.

Eagle Environmental will need to conduct an updated Phase I Environmental Assessment as part of the RAD conversion process at Chatham Court, as HUD requires current environmental documentation. Additional testing for radon and asbestos will be conducted within 21 units, requiring entry into each unit to complete the necessary testing.

There being no further discussion.

9. ADJOURNMENT

At 4:12 pm, Chair Malecky asked for a motion to adjourn the meeting; Commissioner D. Hallas moved to adjourn the meeting, and it was seconded by C. Ferraro.

There being no further discussion. The vote was unanimous, motion carried.

Respectfully Submitted

Allen Harrison
Allen Harrison
Executive Director