

**Board Report by Marianne Monarca, Procurement Officer  
Meriden Housing Authority  
Monthly Board Meeting – Monday, March 23, 2026**

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**PROCUREMENT UPDATES:** Open/Upcoming Solicitations/Contracts

**Contracts for Signature:**

None

**Upcoming Solicitations/Procurement:**

- **Landscaping Services Contracts for Yale Acres, Johnson Farms and Hanover Place:**
    - Bid Cancelled to ensure fair and open competition. Re-bids due April 1, 2026.
  - **143 West Main Street – RFP for Developer Services**
    - One (1) response received on 3/16/2026 from The Carabetta Companies – under review.
  - **Community Towers**
    - **Unit renovations** – Invitation for Bid due April 10<sup>th</sup>, 2026.
    - **Hallways Painting & Flooring** – currently work on 3 bids – target date to close it out – April 1, 2026.
    - **Moving Company** – tenant relocation during renovation - currently working on 3 bids – target date to close it out – March 23<sup>rd</sup>, 2026.
    - **Fire Doors** - 68 Fire Doors to be replaced – target date to release IFB – April 30<sup>th</sup>, 2026.
    - **Co-Gen** – procuring proposals to replace system - target date to release IFB – April 30<sup>th</sup>, 2026.
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**Board Report by Madeline De Jesus, Asset Manager  
Meriden Housing Authority  
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**COMMUNITY TOWERS – Site Operations Update**

**Occupancy Summary**

Total Units	#Inactive	#Occupied	# Vacant	% Occupied	% Vacant
[221]	[5]	[212]	[4]	[99.1]	[1.8%]

- 161 applicants on the waiting list
- A total of 10 applicants were contacted via mail
- 2 applicants are in process
- 9 applicants were placed on the waiting list
- **Security Summary:** The guards continue to perform their duties effectively.
- **Crime Levels:** Suspected drug-related activity in the building has increased, largely due to tenants allowing non-residents access. Security monitors and reports such activity but cannot deny entry when authorized by a resident. Management continues to reinforce lease provisions on resident responsibilities, building security, and guest conduct.
- **Homeless Activity:** We continue to observe occasional attempts by homeless individuals to enter the building. This remains an ongoing challenge.
- **Stairwell Areas:** The stairwells in both the North and South Towers continue to be cleaner and more secure than in previous periods.
- **Tenant Satisfaction:** Tenant feedback remains overwhelmingly positive.
- **Professionalism:** The security team continues to be professional and reliable, contributing to a safer environment. Residents have expressed appreciation for their presence.
- **Conclusion:** The presence of security at Community Towers has made a significant and positive impact.

**Board Report by Evette Nava  
Meriden Housing Authority  
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## Resident Opportunities and Self-Sufficiency

### Food Insecurity

- Worked with Community Towers maintenance and management staff to distribute Connecticut Food Bank boxes onsite to residents in need of additional food assistance. We have a total of 64 residents and distribution is scheduled for every 3<sup>rd</sup> Wednesday of the month.
- Assisted Community Towers residents in obtaining information online for DMV, Social Security, SNAP and DSS benefits. Assisted with transportation set up. Many residents need assistance to navigate online systems in order to obtain the information they need. Other duties include assistance with the yearly recertification process and advocating for them to get the benefits they qualify for. Also Assisted tenants with setting up their cell phones with the new washer/dryer log in and with new kiosk which is more convenient.

### Resident Programming

- MHA staff continues to seek local agencies and organizations to provide in-house workshops and referrals to build stronger connections with our residents.
- Senior Center is scheduled to come to community towers next month to provide information on their services
- Birthday Celebrations will be held every 2 months, and it's scheduled for the end of March. The plan is to request donations from local stores for items such as cupcakes or identify someone willing to bake.
- Arts and craft activity was held in the community room, and the tenants expressed their appreciation. Next arts and crafts is scheduled for March 20<sup>th</sup>.

### Tenant organization:

- March 4<sup>th</sup> Election results were a success and elected members were recognized.

**Board Report by Evette Nava, Asset Manager  
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## Johnson Farms – Site Operations Update

### Occupancy Summary

Total Units	#Occupied	#Vacant	% Occupied	% Vacant
[52]	[48]	[4]	[92.31%]	[7.69%]

- There are 4 vacant units; 0 units are ready for occupancy. They are all being worked on by our maintenance; 2 need extensive repairs.
- Waitlist: The waitlist is completed and we continue to call applicants in to process a full application for the vacant units.
- Rent Collections: There are 8 residents with balances – see breakdown below:
  - 4 tenants owe past/current rents/other charges and Pretermination Notices will be served
  - 2 tenant have a repayment agreement through court
  - 2 tenants are under eviction proceedings all for non payment
- Recertification: Process has begun to be completed effective May 1, 2026.

# Housing Authority of the City of Meriden

## Resolution 1184

### Recognizing and Approving the Tenant Organization Elected

**WHEREAS**, the residents of Community Towers have come together to establish a Tenant Organization in accordance with the guidelines and procedures set forth by the Department of Housing and Urban Development (HUD) under 24 CFR Part 964, and

**WHEREAS**, the elected Tenant Organization has conducted a democratic process to elect its Board of Directors, thereby forming a duly-elected resident council compliant with HUD requirements, including:

- Representation of all eligible residents without discrimination,
- Compliance with HUD regulations regarding membership, elections, and governing documents,
- Establishment of Bylaws and organizational procedures defining decision-making, leadership roles, and financial management, and
- Eligibility to enter into a Memorandum of Understanding with the Housing Authority of the City of Meriden,

**NOW, THEREFORE, BE IT RESOLVED:** that the Housing Authority of the City of Meriden does hereby officially recognize the following Tenant Organization as the duly-elected resident council of Community Towers:

Tenant Organization Name: Community Towers Tenant Organization

Board of Directors: Jennifer Addy, President, Robert Varela, Vice President, Maria Hart, Secretary, Ramon Virella, Treasurer, and Brian Steadman Member at Large.

**BE IT FURTHER RESOLVED:** that the Housing Authority of the City of Meriden commits to:

1. Support the Tenant Organization in fulfilling its role as the sole representative of residents in matters of tenant participation, community engagement, and advisory responsibilities to the housing authority.
2. Provide office and meeting facilities, guidance, information on policies, and any technical assistance reasonably requested to facilitate the Tenant Organization's functions.
3. Engage in open communication and frequent meetings with the duly-elected Tenant Organization to foster constructive collaboration on housing operations, program implementation, and resident initiatives.

4. Ensure that all funding, programs, services, and resident input are channeled solely through the recognized Tenant Organization in accordance with federal regulations, and no competing resident council will be recognized for the property while this council remains duly-elected.

**RESOLVED FURTHER** that the duly-elected Tenant Organization shall exercise its responsibilities to represent all residents, conduct meetings and elections as required, administer funds transparently, and comply with its bylaws and HUD regulatory requirements.

Adopted this 23<sup>rd</sup> day of March, 2026

Authorized Signatures:

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Hayley Fetrow Acting Executive Director, Housing Authority of the city of Meriden

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Jennifer Addy, Community Towers Tenant Organization President

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Maria Hart, Community Towers Tenant Organization Secretary

This resolution formalizes the recognition and approval of the Tenant Organization elected by the residents and establishes the collaborative framework between the Housing Authority and the resident council for ongoing participation and governance consistent with federal guidelines.