

**Minutes of the
MERIDEN HOUSING AUTHORITY
SPECIAL BOARD MEETING
Held on
March 2, 2026**

Chairman Carlos Ruiz called the Special Board of Commissioners' meeting to order at 5:37 PM. The meeting was held at 22 Church St., Meriden. As a quorum was present the meeting commenced.

1. ROLL CALL:

PRESENT: Carlos Ruiz, Chairman
Daisy Olivo, Vice Chair
Branddon Arroyo, Treasurer
Vanessa Tillman, Resident Commissioner

ABSENT: Scott Griffith, Commissioner

STAFF PRESENT: Hayley Fetrow, Acting Executive Director , Jamie Urkevic, Marianne Monarca and Evette Nava

2. PUBLIC COMMENTS AND WRITTEN COMMUNICATIONS:

Roberto Varla 55 Willow ST., Meriden CT: Mr. Varla reported a Community Towers tenant was denied hosting a birthday party in the Community Room.

Brian Steadman 55 Willow St., Meriden CT: Mr. Steadman stated a tenant's request for a new toilet was not addressed by the property manager. It was noted no work order had been placed. Mr. Steadman reported no hot water in the community room restroom. No work order had been placed. The community room piano was described as a nuisance disturbing tenants. Mr. Steadman requested the piano be disposed of.

Jennifer Addy 55 Willow ST., Meriden CT: Ms. Addy cited the need for more thorough clearing of snow-covered ramps and sidewalks.

John Malavenda West Main St., Meriden, CT: Mr. Malavenda suggested the implementation of a plan of action/notification for Community Towers tenants as it related to snow removal. Boarded up buildings at Yale Acres and 143 West Main St., was noted.

3. PREVIOUS MONTH'S MINUTES

A. Minutes of the Regular Board of Commissioners meeting held on January 26, 2026.

Treasurer Branddon Arroyo made a motion to approve the minutes of the Regular Board of Commissioners' meeting held January 26, 2026. Vice Chair Daisy Olivo seconded the motion. A vote was called. The vote was Ayes – 4, Nays – 0. The minutes were accepted unanimously.

Ayes - 4

Nays – 0

Carlos Ruiz, Chairman
Daisy Olivo, Vice Chair
Branddon Arroyo, Treasurer
Vanessa Tillman, Resident Commissioner

B. Minutes of the Special Board of Commissioners' meeting held on February 2, 2026.

Treasurer Branddon Arroyo made a motion to approve the minutes of the Special Board of Commissioners' meeting held February 2, 2026. Resident Commissioner Vanessa Tillman seconded the motion. A vote was called. The vote was Ayes – 4, Nays – 0. The minutes were approved unanimously.

Ayes - 4

Nays - 0

Carlos Ruiz, Chairman
Daisy Olivo, Vice Chair
Branddon Arroyo, Treasurer
Vanessa Tillman, Resident Commissioner

4. TREASURER'S REPORT:

A. January 2026 (Draft) FYE 12/31/2026

The report was reviewed by Hayley Fetrow, Acting Executive Director.

5. CHAIRMAN'S REPORT:

Chairman Carlos Ruiz reported the MHA/City liaison is now Michael Zakrzewski.

6. MANAGEMENT REPORTS:

A. Acting Executive Director's Report:

Acting Executive Director Hayley Fetrow provided a brief overview of the management reports. Executive Director Fetrow introduced Procurement Officer/Yale Acres and Hanover Place property manager as well as Johnson Farms property manager /Director of Resident Services staff members to the board. Each detailed their respective management reports and fielded questions from the board.

Chairman Carlos Ruiz made a motion to amend the agenda. Agenda Item 7. Executive Session was taken out of order and discussed after agenda item 11. Matters not on the agenda. Treasurer Branddon Arroyo seconded the motion. All in favor.

7. NEW BUSINESS:

Chairman Carlos Ruiz discussed use of Earth Water Company.

8. OLD BUSINESS:

A. Resolution 1175: Approval of Personnel Policy.

Vice Chair Daisy Olivo made a motion to approve the Personnel Policy with revisions. Treasurer Branddon Arroyo seconded the motion. A vote was called. The vote was Ayes – 4, Nays – 0. Resolution 1175 was adopted.

Ayes - 4

Nays - 0

Carlos Ruiz, Chairman
Daisy Olivo, Vice Chair
Branddon Arroyo, Treasurer
Vanessa Tillman, Resident Commissioner

B. Review of Community Towers Draft Emergency Plan.

Door signs approved. Meriden Fire Dept. to review and assist with evacuation plan. Site visit to be planned including MHA sub-committee.

9. OTHER ITEMS OF INTEREST:

None

10. MATTERS NOT ON THE AGENDA:

None

11. EXECUTIVE SESSION:

A. Pending Legal Matters.

Chairman Carlos Ruiz made the motion that the Board of Commissioners enter into Executive Session pursuant to Connecticut General Statutes Section 1-200(6)(B) and (D) to discuss pending legal matters, where public discussion would adversely affect the Housing Authority's legal or negotiating position. Treasurer Branddon Arroyo seconded the motion. No discussion. A vote was taken. Ayes - 4 Nays – 0. Chairman Carlos Ruiz, Vice Chair Daisy Olivo, Treasurer Branddon Arroyo, Resident Commissioner Vanessa Tillman, and Acting Executive Director Hayley Fetrow adjourned to Executive Session at 7:42 pm.

Chairman Carlos Ruiz made a motion to return to regular session. Treasurer Branddon Arroyo seconded the motion. The Board of Commissioners returned to regular session at 8:26 pm. No formal action was taken.

12. ADJOURNMENT:

Vice Chair Daisy Olivo made a motion to adjourn. Treasurer Branddon Arroyo seconded the motion. A vote was called. The vote was unanimous. The meeting adjourned at 8:27 PM.