

**Board Report by Marianne Monarca, Procurement Officer  
Meriden Housing Authority  
Monthly Board Meeting – Monday, April 27, 2026**

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

**Contracts for Signature:**

- Landscaping contracts for Yale Acres, Johnson Farms and Hanover Place.

**Upcoming Solicitations/Procurement:**

- **Landscaping Services Contracts for Yale Acres, Johnson Farms and Hanover Place:**
  - All properties awarded to **KMK Property Maintenance** as qualified low bidder.
  - *Bid Results attached.* The low and second to low bidders both declined the contract for Hanover so it was awarded to KMK.
- **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** – low bidder was Star Two Construction @ \$13,500 per unit – *Results attached.*
  - **Hallways Painting & Flooring** – received 2 bids - waiting for one more bid this week.
  - **Moving Company** – awarded to Central CT Transportation. *Results attached.*
  - **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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Attachments:

- Landscaping contracts for Yale Acres, Johnson Farms and Hanover Place and the bid results.
- Bid results for Unit Renovations at Community Towers.
- Bid results for Moving Company for Community Towers.

**Board Report by Madeline De Jesus, Asset Manager  
Meriden Housing Authority  
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**COMMUNITY TOWERS – Site Operations Update**

**Occupancy Summary**

<u>Total Units</u>	<u>#Inactive</u>	<u>#Occupied</u>	<u># Vacant</u>	<u>% Occupied</u>	<u>% Vacant</u>
[221]	[5]	[209]	[7]	[94.6]	[5.4]

- 178 applicants on the waiting list
- A total of 0 applicants were contacted via mail
- 11 applicants are in process
- 17 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.

**Unauthorized Entry and Vandalism Incident:**

On Friday, April 10, 2026, at approximately 5:10 a.m., an unidentified individual believed to be homeless forcibly gained access to the South Tower by breaking the main entry door.

Once inside, the individual proceeded to the Community Room, where he used a crowbar to break into the candy vending machine. The individual removed all candy items along with an unknown amount of cash from the machine.

Upon arrival later that morning, Evette and I contacted the Meriden Police Department (MPD). Officers responded, reviewed the building's security footage, and took a formal statement. The individual's identity remains unknown, as his face was covered with a mask.

The vending machine company has been notified. The damaged machine has been removed, and we are currently awaiting a replacement.

We will continue to monitor the situation and take appropriate steps to prevent future incidents.

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

### Food Insecurity

- Assisted property management with incidents occurring within Community Towers property, including police department matters.
- 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 61 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.
- Assisted in providing residents with documentation, applications and setting up appointments for renter's rebate program for the Senior Center and for energy assistance for NOGM.
- The Senior Farmers Market Program is underway, and MHA will continue distributing the spending card to our eligible residents starting in May. This program begins on June 1<sup>st</sup>.

### 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 provided a presentation of their programs and services. They explained about the Renter's rebate program they are currently running.
- Birthday Celebrations will be held every 2 months, and it's scheduled for the end of May. 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 April 22, 2026.

### Tenant organization:

- I will be coordinating a meeting with the tenant organization members in the near future to review and discuss MHA-tenant relations and future event plans at Community Towers.

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

### Occupancy Summary

<u>Total Units</u>	<u>#Occupied</u>	<u>#Vacant</u>	<u>% Occupied</u>	<u>% Vacant</u>
[52]	[49]	[3]	[94.23%]	[5.77%]

- There are 3 vacant units; 0 units are ready for occupancy. They are all being worked on by our maintenance; 2 units 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:
  - 5 tenants owe past/current rents/other charges and Pretermination Notices served
  - 2 tenants have a repayment agreement through court
  - 1 tenant is under eviction proceedings for non payment/failure to recertify
- Recertification: Process continues to be completed effective May 1, 2026.

**HOUSING AUTHORITY OF THE CITY OF MERIDEN  
RESOLUTION NO. 1185**

**RESOLUTION AUTHORIZING THE EXECUTION OF A CONTRACT FOR UNIT RENOVATIONS AT COMMUNITY TOWERS, 55 WILLOW STREET**

**WHEREAS**, the Housing Authority of the City of Meriden is responsible for the management, maintenance, and modernization of its public housing developments; and

**WHEREAS**, the Authority has identified the need for unit renovations at Community Towers, located at 55 Willow Street, to improve the quality, safety, and habitability of residential units; and

**WHEREAS**, the Authority solicited bids for said renovations through a formal Invitation for Bid (IFB) process in accordance with applicable federal procurement requirements, including those set forth by the U.S. Department of Housing and Urban Development (HUD) under **2 CFR Part 200** and **24 CFR Part 85/200 (as applicable)**, as well as the Authority's procurement policy; and

**WHEREAS**, bids were received, publicly opened, and evaluated in accordance with HUD guidelines to ensure full and open competition; and

**WHEREAS**, Star Two Construction was determined to be the lowest responsive and responsible bidder, meeting all specifications and requirements outlined in the Invitation for Bid; and

**WHEREAS**, the contract establishes a **unit price of \$13,500 per unit** for the renovation work, with the total contract amount to be based on the number of units authorized and completed; and

**WHEREAS**, the Authority's staff has reviewed the bid and determined the pricing to be reasonable and in compliance with HUD cost principles and procurement standards;

**NOW, THEREFORE, BE IT RESOLVED** by the Board of Commissioners of the Housing Authority of the City Meriden that:

1. The Executive Director is hereby authorized to enter into and execute a contract with Star Two Construction for unit renovations at Community Towers, 55 Willow Street, at a **unit price of \$13,500**, in accordance with the terms and conditions set forth in the Invitation for Bid and the contractor's submission.
2. The contract shall comply with all applicable HUD requirements, including but not limited to procurement standards, labor standards (if applicable), Section 3 requirements, and equal opportunity provisions.
3. The Executive Director is further authorized to execute any and all documents and take any additional actions necessary to carry out the intent of this resolution and to ensure compliance with all federal, state, and local regulations.
4. This resolution shall take effect immediately upon its adoption.

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Carlos Ruiz  
Chairman

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Date

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Hayley Fetrow  
Acting Executive Director

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Date