

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

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

**Contracts for Signature:**

- **Trash Removal Contracts – requires signature and initial**
  - 22 Church Street & 88-92 West Main Street – front loaders. New vendor – CWPM bought company from J&J who was procured last year (same price)
  - Change Order No. 1 – Unit Renovations #IFB-2026-CT-01 – change order to add cost to remove bulk waste from units as needed prior to renovations.

**Upcoming Solicitations/Procurement:**

- **143 West Main Street – RFP for Developer Services – under negotiations with The Carabetta Companies.**
- **Community Towers**
  - **Fire & Non-fire Doors** – IFB issued and due July 6, 2026.
  - **Co-Gen** – issuing IFB this week.
  - **Hallways Painting & Flooring** – waiting for fire and non-fire doors to be replaced.
- **Yale Acres**
  - Broadvale Court blighted buildings – issuing IFB this month to abate & demo the two buildings on Broadvale Court (next to office).

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**Attachments:**

- Contracts for signature for Trash Removal at 22 Church & 88-92 West Main St.
- Change Order No. 1 – Unit Renovations contract #IFB-2026-CT-01.

**Board Report by Madeline De Jesus, Asset Manager  
Meriden Housing Authority  
Monthly Board Meeting – June 22, 2026**

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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]	[210]	[6]	[98.02]	[2.71]

- 190 applicants on the waiting list
- A total of 0 applicants were contacted via mail
- 0 applicants were placed on the waiting list

**Waiting list:** The waiting list remains closed, and no applications are being accepted at this time.

**Relocation:** The relocation process has started. Staff have begun meeting with residents to discuss relocation options and gather the information necessary to facilitate a smooth transition throughout the renovation project.

- **Security Summary:** The guards continue to perform their duties effectively.
- **Crime Levels:** The level of suspected criminal and drug-related activity has remained about the same. Security staff continue to monitor and report suspicious activities; however, access is often granted by residents to their guests, limiting security's ability to restrict entry. Management continues to educate residents on their responsibilities regarding guest conduct and building security.
- **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:** Security services continue to operate as scheduled and provide ongoing monitoring of the property.
- **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

### Duties performed

- Worked with property management with incidents occurring within Community Towers property, including police department matters.
- Assisted in providing residents with documentation and setting up appointments for renter's rebate program for the Senior Center.
- Relocation began and will be working with management and tenants during the relocation process by coordinating logistics, providing necessary support, and helping ensure a smooth transition.

### 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, and DSS benefits such as SNAP. Assisted with transportation set up, navigate online systems with tenants, and yearly recertification process.
- The Senior Farmers Market Program is underway, and MHA will continue distributing the spending cards to our eligible residents. 105 residents have been provided cards to-date. Farmer's market starts Saturday, July 11 in Meriden.

### 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.
- Birthday Celebrations will be held every 2 months, and it's scheduled for the end of July and the plan is to request donations from local stores for items such as cupcakes or identify someone willing to bake.
- Next arts and crafts is scheduled for June 25<sup>th</sup>, 2026 – attendance is increasing.

### Tenant organization:

- May's meeting with the tenant organization and tenants who participated was productive. The meeting established clear communication, and the role of the Resident Services Coordinator was outlined and clarified.

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

### Occupancy Summary

Total Units	#Occupied	#Vacant	% Occupied	% Vacant
[52]	[49]	[3]	[94.23%]	[5.77%]

- There are 3 vacant units; 1 units are ready for occupancy. The remainder are being worked on by our maintenance.
- Waitlist: We continue to call applicants in to process a full application for the vacant units.
- Rent Collections: There are 11 residents with balances – see breakdown below: At the time of this report mostly all tenants owed May rent. The breakdown the end of April 30<sup>th</sup> balances.
  - 9 tenants owe past/current rents/other charges
  - 2 tenant have a repayment agreement through court
- Recertification: Process continues to be completed effective May 1, 2026. We are still working with a few residents to complete the process.

## Meriden Housing Authority - HCV Program Monthly Management Report

### Imagineers, LLC – HCV Monthly Management Report Reporting Period: May 2026

#### Program Highlights & Updates

##### Funding & Utilization

- As of May 2026, HCV budget utilization is 102.46% and unit utilization is 94.58%.

##### Leasing & Waitlist Activity

- No vouchers were issued in May, and no households are actively searching. This remains an intentional hold due to the anticipated 2026 HCV funding shortfall.
- The current waitlist includes 443 applicants.

##### Significant Administrative Plan Updates Under Review – In Progress

Due to the exhaustion of the HCV waiting list for bedroom-size specific referrals needed to fill Project-Based Voucher (PBV) vacancies, we are preparing a significant Administrative Plan amendment related to PBV waiting list administration.

The proposed change would establish a centralized PBV-only waiting list — separate from the tenant-based waiting list — to be opened and maintained exclusively for all Meriden PBV units. This structure reflects lessons learned through our ongoing work with PBV property managers and is intended to improve referral efficiency and vacancy fill rates going forward. The proposed Administrative Plan revisions are expected to be presented to the Board in July for review and formal resolution consideration.

##### Upcoming Priorities (Next 30–60 Days)

*Key focus areas include:*

- **Monitor 2026 HUD funding and utilization** – Continue tracking HAP expenditures, leasing trends, and unit months leased against budget. With a 12/31/26 fiscal year end, mid-year is a critical checkpoint to assess whether the program is on pace and to begin contingency planning if shortfall indicators emerge.
- **Complete mid-year budget review** – Conduct a formal mid-year financial reconciliation, including HAP reserve analysis and administrative budget variance review, to make any necessary spending adjustments before year-end.
- **Continue internal tenant file audits** – Maintain audit readiness and proactively address deficiencies. A standardized workflow and file processing system was recently implemented to improve consistency and accuracy across staff.
- **Complete staff performance evaluations** – Target completion in June 2026, aligned with mid-year review cycle.
- **Finalize and present proposed Administrative Plan updates** – Including PBV waiting list management changes, for Board review and resolution consideration.
- **Publish Annual Plan public notice in July** – To meet required timelines for the public hearing and Board approval ahead of the fiscal year-end submission deadline.
- **Begin year-end close preparation** – Initiate early coordination with finance staff on year-end HAP reconciliation, reporting requirements, and any required HUD submissions tied to the 12/31/26 fiscal year close.
- **Coordinate FSS Conference training** – Secure funding and travel arrangements for FSS Coordinator Sara Vega to attend the Chicago conference in October 2026.
- **Launch tenant portal** – Execute participant communication, training, and support rollout for online recertifications and income reporting ahead of the anticipated increase in annual recertifications in Q4.

## HCV Program Key Metrics

### Leased Vouchers – May

Voucher Type	*ACC	Total Leased	Variance (ACC vs. Leased)
Tenant-Based:		<b>918</b>	
- Regular TBV	911	597	+7
- Project-Based		308	
- Homeownership		13	
FUP	4	4	0
Mainstream	40	24	-16
VASH	10	7	-3

\*ACC = Maximum number of vouchers authorized under HUD's Annual Contributions Contract (funding cap).

### Inspections

Month	Total	Pass	Fail	Abatements Placed	Holds Placed
May	155	87	68	1	4

### Annual Recertifications

Month	Due	Completed	Timely	Late
May	104	103	103	1

### HAP Expenditures

Month		Total HAP Paid
May	All Other	\$1,217,746
	Mainstream	\$28,923

### Port-In Reporting:

Month	Active Port-Ins	Total HAP for Units Administered	Active Port-Outs	Total HAP for Port Outs
May	97	\$159,726	21	\$31,025

### FSS

Month	Mandatory Slots	Families Enrolled	% of Families Enrolled	FSS Escrow Deposits
May	75	59	79%	\$20,352

### Prepared by:

Frenchelle Womack

Imagineers LLC

Date: June 15, 2026