

## MINUTES

Regular Meeting of the Board of Commissioners  
Housing Authority of the City of New Haven  
360 Orange Street, New Haven, CT 06511  
Held on Tuesday, April 20, 2021 at 4:00 p.m.

### Those present included:

Erik Clemons, Chairman  
William Kilpatrick, Vice Chairman  
Elmer Rivera Bello, Commissioner  
Foluke Morris, Commissioner  
Danya Keene, Commissioner  
Karen DuBois-Walton, Secretary  
Maza Rey, ECC  
John Rafferty, ECC  
Various staff and public attendees via RingCentral

The Regular Meeting of the Board of Commissioners of the Housing Authority of New Haven was called to order at 4:06 p.m.

At Roll Call, Chairman Clemons, Vice Chairman Kilpatrick, Commissioner Morris, Commissioner Rivera and Commissioner Keene were present via RingCentral.

### **Approval of the Minutes from the March 16, 2021 Regular Meeting:**

Motion to approve the minutes was moved by Commissioner Kilpatrick and seconded by Commissioner Morris. Motion passed. All in favor.

### **Bills and Communications:**

**Vendor Commitments Report** totaling \$ **30,896.67** (listed on page 2). This list consists of invoices that have been received and entered in the system but may not be ready for payment. A register of the paid invoices may be provided at the April 20, 2021 Board of Commissioners meeting.

**Bank Book Check Register** totaling \$ **2,605,809.80** (listed on page 13). This list consists of invoices that have been paid from March 1 – March 31, 2021. Some major payments are A. Prete Construction Company, Inc. (\$ 265,963) for RAD Group III, McQueeney office space; City of New Haven (\$ 259,412) for LCI, Bulk Trach & Fuel; Crumbie Law Group, LLC (\$ 95,002) for legal counsel agency-wide; Lothrop Associates, LLP (\$24,765) for Essex Exterior # 2 & # 3; Regional Water Authority (\$ 73,549) for agencywide services; Reitman Personnel Services, Inc. (\$ 48,587) for temp services agencywide; United Illuminating (\$ 180,150) for various sites; Home Depot (\$19,904) for agency wide supplies; Anthem Blue Cross/blue Shield (\$ 259,412) for Medical, Vision/Dental insurance.

The total of both registers is \$ **2,636,706.47**

Presented by Jack Rafferty  
Accepted as stated

**Public Comments:**

N/A

**President's Report:**

**To: ECC/HANH Board of Commissioners**

**From: Karen DuBois-Walton, President**

**Date: April 20, 2021**

**RE: President's April 2021 Report**

I. Administrative

This has been an extremely busy month on many fronts. Continuing under COVID-19 operations, we continue to ensure that our families have access to personal protective equipment, testing and COVID-19 vaccination. In partnership with Cornell Scott Hill Health Center, we have been able to host pop up vaccination clinics and obtain slots in pop up events at other sites for our residents and staff. We are also partnered with URU Our Humanity effort to get culturally responsive educational materials in all our sites. This model also trains a cohort of our residents to serve as paid community health ambassadors in our communities. In partnership with some local contractors, led by Rodney Williams, we were able to disseminate over 6,000 adult and youth masks at McConaughy Terrace. We were joined by Alder Honda Smith. We plan to continue these outreach engagements at other developments over the upcoming months. Coverage of the mask event can be found here.

[https://www.newhavenindependent.org/index.php/archives/entry/minority\\_contractors\\_mask\\_distribution/](https://www.newhavenindependent.org/index.php/archives/entry/minority_contractors_mask_distribution/)

Further, we are founding partners in the Vaccinate Fair Haven effort that provides a national model for effective equity based vaccine access. ECC/HANH staff and hundreds of volunteers have gone door-to-door to ensure that every resident in the Fair Haven neighborhood had the ability to schedule their vaccination appointments. Coverage is here:

[https://www.newhavenindependent.org/index.php/archives/entry/vaccinate\\_fair\\_haven/](https://www.newhavenindependent.org/index.php/archives/entry/vaccinate_fair_haven/)

I have had a number of opportunities to highlight the work we do and the importance of creating equity in local, state and national housing policy. I recently taped a show with NPR host Lucy Nalpathanchil on April 9th that will air on public television in May. I was joined by two of our residents who spoke to the importance of affordable housing and the need to expand the opportunities into every community. A recently published opinion piece written by me can be found here:

[https://www.newhavenindependent.org/index.php/archives/entry/town\\_segregation/](https://www.newhavenindependent.org/index.php/archives/entry/town_segregation/)

Our efforts have also led to invitations to present at several events over the past month including: CLPHA's Racial Equity panel; a March 25th teach in with the Working Families Party on affordable housing and zoning (link to event found here:

<https://www.facebook.com/CTWFP/videos/139233191456823/>); and CT Fair Housing Center presentation on Unsung Heroes: Black Women in the Fair Housing held on April 14th.

Good news from the Glendower Group – they continue their winning streak with another 9% low income housing tax credit award allowing for the redevelopment of McConaughy Terrace. This is great news for our residents. Importantly, however, our support through the award of project based voucher funding will also allow three other important projects in New Haven to move forward – two in the Hill neighborhood and one in Dixwell. And importantly, we created the first opportunity for residents from our waitlists to access newly developed housing being built in Branford. Read about those awards here: [https://www.newhavenindependent.org/index.php/archives/entry/chfa\\_funding/](https://www.newhavenindependent.org/index.php/archives/entry/chfa_funding/) and [https://www.chfa.org/assets/1/19/2021\\_LIHTC\\_Release\\_letterhead\\_final.pdf?9962](https://www.chfa.org/assets/1/19/2021_LIHTC_Release_letterhead_final.pdf?9962)

On a concerning note, we like many other sites in New Haven and in the area have been subjected to a string of burglaries hitting commercial entities. Our store at Wilmot Road was the subject of repeated thefts. In response we worked closely with the store owner to add additional security features and paid for a security guard on a temporary basis while the improvements were installed. Coverage of that and our response can be found here:

<https://www.fox61.com/article/news/crime/new-haven-deli-robbed-for-the-7th-time-in-just-a-few-weeks/520-584aeb42-1204-4c6b-8dad-42a0fe44761d>

Now we turn to summer planning. We are engaged with other partners in ensuring that after such an unusual year, our youth can look forward to a Summer of Fun. Thanks to our CED team who has been working collaboratively with our community partners to ensure a full summer offering. Additionally, we thank a philanthropist who wishes to remain anonymous for the generous award of funding that will support and expand our paid summer employment opportunities for teens and young adults in our developments.

Finally, today marks my last Board meeting as I transition at the end of this month. I have worked closely with our Senior team to prepare for a smooth transition and bring forth a recommendation for Interim leadership. As always, I thank the Board for their continued and consistent leadership, partnership and friendship.

Time Extension Granted per Resolution #02-25/10-R

- Contract extension with 212 Exchange Street LLC for Snow Removal Services at Westville Manor and 295 Wilmot Road from December 31, 2020 until March 31, 2021 (PO 20405-12551)
- Contract extension with Centi's Landscaping LLC for Snow Removal Services at McConaughy Terrace from February 7, 2021 until March 1, 2021 (PO 20940-13145)
- Contract extension with Ace Van & Storage, Inc. for Professional Moving and Storage Services from February 28, 2021 until May 31, 2021 (PO 20536-12630)
- Contract extension with Four Star Movers, Inc. for Professional Moving and Storage Services from February 29, 2021 until May 31, 2021 (PO 20535-12629)

II. Finance-February2021 YTD Financials

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for March 2021 is 90%. The agency goal is 96.00%. Attainment of this goal remains the primary objective for the Operations Department.

B. Rent Collection

Rent Collection – HANH's rent collection for the year to date ending the month of January 2021 is 75.69%. The agency goal is 95%.

Total Collected	CY 2020	CY 2021	Variance
January	79.40%	75.69%	-3.71
February	78.40%	76.19%	-2.21
March	72.77%	80.67%	7.9
April	70.27%		
May	79.95%		
June	81.17%		
July	100%		
August	79.11%		
September	76.04%		
October	76.16%		
November	75.98%		
December	76.46%		
Average	78.07%	77.51%	

**Community and Economic Development (CED) Monthly Report**

Financial Literacy Services being offered to the residents of Elm City Communities during COVID, focus on ways we to assist financially underserved population be more resilient in times of crisis while building long-term solutions to improve financial health.

FSS/CARES:

- Two CARES PARTICIPANTS are currently working with a mortgage lender and realtor. I anticipate that they would successfully find a home and graduate before summer of 2021. 1 Cares participant is currently waiting for his closing date.
- A total of 11 CARES participants applied for the UNITECT rental assistance program. There are currently 8 participants who paid off their rental balance with management this month with support for CED.

- Two FSS participants reported having opened their businesses on their own - a Doula Service and a Cleaning/Handy Services Company
- Conducted a private meeting with all FSS participants on their 5th, 6th & 7th year of Contract Participation in the FSS program to review goals and provide plan of intensive support and assistance toward graduation goals.
- Secured partnership with Key Bank to provide a series of 6 Financial Wellness to residents during the spring in English and Spanish.
- FSS graduated a participant with economic self-sufficiency goal. Such participant was eligible to graduate with \$16,132 that he was able to be accrued while in the program.
- FSS participant that completed the OSHA training was hired by one of the Section 3 businesses. Additionally, 2 CARES participants who passed the OSHA training received an interview opportunity. One with ECC/HANH and the other one with a private cleaning company seeking OSHA Certified employees.
- Webinar attendance: - total = 149
  1. ECC FSS Webinar attendance:13
  2. CT Money School webinar attendance: 16
  3. NHS webinar attendance: 2
  4. FSS workshop attendance: 55
  5. CARES workshop attendance: 63

#### Residents Services:

- Rent Collection efforts: The resident services coordinator received 120 referrals by the property managers for rent collection this month. They connected with the residents and reminded them to pay their rent and assisted them in one on one budget counseling.
- COVID Vaccine site: Manager worked with Cornell Scott to setup a COVID vaccine site at 122 Wilmot Road. Vaccines were offered to 50 residents at staff 55 years and older.
- COVID Vaccine through Fair Haven Clinic: Coordinators are canvassing the Fair Haven side of town and registering residents to get vaccine through the Fair Haven Clinic: 20 residents registered.
- Youth at Work: 19 youth were recruited by the RSC's for the youth at work program

#### RSC Elderly

- Food Banks at: CB Motley, Prescott Bush, Wolfe, Crawford, Fairmont and McQueeney
- Passing out CSFP (Elderly Boxes) 100
- RAD relocation assessments for McQueeney, Celentano, Ruoppolo and Fairmont.
- Assisting the RAD relocation team by getting touch with the residents who are in Rehabilitation programs, connecting with the conservator etc.
- 87 Rent Collection Referrals/Efforts
- TRC meetings at all sites.
- RAB Meeting

#### Highlight:

COVID Vaccine:

- Partnering with Cornell Scott and Fair Haven Clinic and the City of New Haven to canvass and register elderly residents to get vaccinated.
- Mary Wade is offering free transportation and the flyers to promote were passed out to all our Elderly/Disabled residents as well transportation scheduled for residents for the Wilmot event 12 residents were provided rides.

#### RSC Family

- Assistance in distribution of Food Banks and CSFP boxes and Diapers
- 35 Rent collection Efforts
- TRC/Community meetings at: Chatham, Eastview, Mill river, Westville Manor, Valley, Waverly, QT and McConaughey.

#### Highlight

- The RSC's helped two residents with budgeting and referred them to Liberty Services. Their rent was paid in full for the amounts of \$2000 and helped collect information for Unite CT
- RSC's recruited 19 youth for the Youth at Work Program.
- Registering residents and canvassing for the COVID vaccine at all the family developments.

#### ECC Believes

- The Student Training Employment program has re-launched and program inquiries are pouring in. The STEP candidates were interviewed and the students received official offers of employment at our agency and to take part in the STEP program. Interviews took place this month. In addition, a training took place this month for employees within our agency who will supervise our STEP students. They were trained on how to build meaningful rapport with our youth and updated on the roles and expectations of the STEP program.

#### Youth Programs

- CED is directly in touch with our families that were enrolled in Solar Youth, Boys and Girls, Bars and Beats, Bridges of Hope programs to evaluate digital access and food security to make them aware of food availability at local schools as well as assess access to the digital t
- CED managers are a part of the New Haven Youth Agency COVID-19 Response Team and participate in weekly meetings to develop best practices around providing youth programming during COVID-19.
- CED managers are a part of the New Haven HUBS Collaborative, which includes several weekly meetings amongst varying agencies to plan and implement learning HUBS throughout the City. Continue to hold individual meetings with the following community-based education partners to discuss ways to create safe and equitable learning opportunities during the fall and into the future:
  - Teacher in Residence
  - Beats and Bars
  - Solar Youth
  - Boys and Girls Club
  - Clifford Beers
  - New Haven Public Schools
  - Youth Employment Success (YES) Cohort
  - LEAP

- CfAL

#### Building Attendants:

- CED unveiled a new handbook and trained 45 Building Attendants who volunteer across 8 developments.
- The Building Attendants have completed all required trainings and will receive certificates of completion and new uniforms.

### Planning and Modernization

#### Lead-Based Paint Capital Fund Program

- On January 16, 2018, HUD issued a NOFA for competitive grant applications under its Lead-Based Paint Capital Fund Program to identify and eliminate lead-based paint hazards in public housing. HUD announced 20 awards nation-wide on September 5, 2018. ECC/HANH received \$986,260, the amount requested. The identified properties are McConaughy Terrace, Essex Townhouses, and multiple Scattered Site East and Scattered Sites West properties. Properties will be remediated, abated or encapsulated, as recommended by the selected Design team. The grant funds have been used to inspect and test ECC's portfolio properties which were built before 1978, the date when lead was no longer used in residential house paint. Project encompassing abatement in 299 units of housing went out to bid in one package November 25, 2019 P&M has been in communication with the CTDPH and NHDPH and the HUD Field Office, Office of Healthy Homes and HUD National office on our progress, as per requirement of the Grant and HUD and State of Connecticut and Local Regulations. Only one (1) bid came in and it was not deemed responsive. P&M revised a Request for Proposals for Indefinite Quantities Hazmat Contractors to enable ECC to address the required abatement which was to go to the July Board meeting. This solicitation resulted in 2 proposals which were deemed non responsive. P&M is currently addressing all units, the highest priority units first, by repackaging the work in 9 smaller solicitation packages. P&M met with our Procurement Director and the HUD Lead team in Washington, and they are in agreement with this approach. In the interim, P&M and Operations departments are continuing to perform HUD Guidelines-recommended interim control measures to temporarily remove lead hazards until Lead abatement contractors are on board. Regulation required testing after Interim Controls is being performed. We are proceeding according to our prioritization algorithm to address the units with greatest need (children under 6 years, and a lead finding). Due to the COVID, we have restricted our scheduled Interim Control Measures to exterior work, only, so as not to expose residents to workers within their homes. We will return to the interior prioritization list as soon as it is deemed safe to do so.

- Groups 1 & 2 contracts for Scattered Sites West properties, awarded, Spring 2021 start up
- Group 3 solicited 2 times. Contract awarded.
- Group 4 and Group 5, insufficient competition for award; To be resolicited.
- Group 6, McConaughy, out for bid
- Group 9, Essex, Contract awarded
- Groups 7 was put out for quotes, February, 2021, and did not receive responsive quotes. This will be resolicited after Scope review.
- Group 8 is pending solicitation release in April, 2021

- P&M hosted pre-solicitation informational sessions to increase interest in the work, have contacted many contractors by email and by telephone to raise awareness. Solicitation packages are being staggered to allow time for smaller contractors to have time to respond. We brought the scopes down in size to attract more response from contractors.

#### HUD Lead Grant 2020

- P&M responded to a NOFA for an additional \$3,700,000 in Lead Abatement funds to heal the gap in funding from the original grant, and to be able to approach the abatement by removal of the lead as opposed to encapsulation, in many units. We are waiting to hear back from HUD.

#### CFP Tasks

##### P&D Projects 2020

- Scattered Sites: Heating and Gas Conversion: Contract Documents completed. Contract out to bid in September 2019, yielded only one bid, 40% over cost estimate. Re-procurement yielded responsive bid approved by the Board. Project currently planned for construction start April 15, 2021.
- Crawford Manor: ADA Entrance and Access Improvements and Fire Panel and Fire Pump Replacement: ECC rescinded previously awarded contract due to COVID considerations. Project was repackaged to perform PH1- ADA entry and fire pump renovations. PH 2, Fire Panel replacement work which requires entry into resident units in an Elderly development, has been postponed until deemed safe to proceed, due to COVID. Seven (7) bids were received for Phase 1 vestibule and fire pump replacement. In March 2021, Board approved contract award. A portion of the work will be paid for by CARES funding.
- Robert T. Wolfe Renovations: A team of architects, engineers, environmental consultants, Operations and Planning and Modernization staff completed a survey of critical needs, health, life and safety considerations. Cost estimates were evaluated, and prioritized projects selected for design; bids were solicited and 2 non-responsive bids submitted. Project to be resolicited. An elevator consultant was procured to design for elevator repairs, which were procured separately; ECC Indefinite Quantities Architect assisted in approaching repairs in a novel way saving ECC almost \$500,000 on the repairs. Currently both elevators are running. Due to COVID, the Project has been revised to exclude work requiring entry into resident units or requiring relocation of residents in an elderly and disabled population; Revised Construction Documents for common area upgrades prepared. Solicitation released in March, construction start anticipated for June 2021. A portion of the work for the ADA entry will be paid for by CARES funding.
- McConaughy Terrace: Sanitary and Storm Sewer Improvements; Two (2) bids were received, and the contract was awarded to the lowest responsible bidder. Construction started August, 2020, replacing sanitary and storm sewers in sequence; delayed start due to COVID planning for safety of the community. Construction proceeded on schedule, however due to discovery and removal of contaminated soils, a wintertime extension has been given. Additional soil disposal costs will be forthcoming.
- Physical Needs Assessments: P&M solicited the services of architects and engineers to provide Physical Needs Assessments (PNAs) and Capital Needs Assessments for RAD which are recommended for planning capital and development projects. Responses in review.
- Essex Envelope and Site Fencing: Project design completed. Scope of project included roof, gutter, siding, window, AC sleeve, asbestos pipe insulation abatement and fencing replacement. Project scope revised to include only Site fencing and asbestos pipe insulation, as these portions can be addressed without unit entry during COVID. A portion of the project will be paid for by CARES funding.

- ECC Design Standard Specifications: P&M is updating the standard design and construction specifications in a comprehensive manner, soliciting input from the Glendower Group, Operations and 360 Management, to create a practical document for in-house and Consultant use.
- 425B Eastern Street: P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 425B Eastern Street sustained significant damage due to a fire. Solicitation received several bids; contract awarded. ECC's insurance company contacted and monies will be available for a portion of the repairs.
- IQC Vacancy Contractor: P&M and Operations working together to support vacant unit upgrade needs through management of 2 IQC painting and clean out contracts, one for high rise units and one for units with residential rates.

## The Glendower Group/Special Projects

### Farnam Courts Phase II

- o For the purpose of Financing Glendower bifurcated the redevelopment of Phase II into two phases – 4% and 9%.
- o Glendower Farnam Courts 4% , LLC (closest to Farnam 1), will consist of 45 units and Glendower Farnam Courts 9%, LLC will consist of 66 units including 52 affordable, a community building, and a park.
- o 100% drawing completed on January 24, 2020.
- o Haynes Construction has been selected to be the General Contractor for Phase II.
- ☒ Farnam Courts Phase II 4%
  - o Successfully close on July 7, 2020.
  - o Limited notice to proceed issued to begin work on July 13, 2020
  - o Construction is ongoing and on schedule
  - o Substantial completion by September 2021.
- ☒ Farnam Courts Phase II 9%
  - o Successfully closed on December 17, 2020
  - o Notice to proceed issued to begin vertical and demolition work on December 18, 2021.
  - o Construction is ongoing and on schedule.
  - o Vertical and infrastructure to be completed by April 30, 2022
  - o Demolition to be completed by June 17, 2021.

### Westville Manor

- The Authority submitted a 9% LIHTC application in November 2016 to complete the offsite component on the Rockview Phase II site and was awarded. - Contract closing for Rockview Phase 2 occurred on June 20, 2019.
- The Authority issued an RFQ for a Master Planner for Westville Manor and selected a team composed of Ken Boroson Architects and Torti Gallas Planners.
- The planning team has begun scheduling the necessary steps to prepare for the first application for on-site redevelopment with a target of November, 2020. This application will address the first phase of Westville Manor consisting of 50 total units and will include the 21 unit 3-story main building.
- It is anticipated that funding for the final Westville Manor on-site phase consisting of 59 units will be submitted under the 9% LIHTC CHFA round in Fall 2021.

- The master Planning Team held a series of meetings and charrettes in September 2018 and will completed a final recommendation to stakeholders in January 2019. The Authority submitted a RAD application for Westville Manor and was awarded.
- It was determined that a Planned Development District (PDD) was the best approach to the redevelopment of the site. A PDD application was submitted to the City of New Haven in January 2019 that will include the redevelopment of 109 units on site of which 80% will be RAD replacement units and 20% unrestricted. The Board of Alders approved the PDD in April 2019.
- Application submitted to Federal Home Loan Bank New York (FHLBNY) on March 20, 2020 for 1.6 million dollars for Phase I of Westville.
- The project is included in a design competition.

#### RAD Portfolio Award

- The Authority received a portfolio award, inclusive of 13 developments, detailed herein. They have been grouped as follows:
  - Group I: Motley, Bush, Harvey and Newhall Garden
    - o The last elevator is being installed and awaiting solar panels to be energized. Development completed and leased.
  - Group IIA: Waverly and St Anthony and Fulton Park
    - o The rehabilitation is underway with the first wave of families moving back in November 2019. Development completed and leased.
    - o Construction activities are currently tracking on schedule. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
  - Group IIB: Valley
    - o Closing anticipated by June 30,2021.
    - o Submitting financing template to the Resource desk by April 30, 2021.
    - o
  - Group III: McQueeney, and Celentano
    - o Closed February 27, 2020.
    - o Construction began on March 9, 2020.
    - o Construction activities are COVID delay of 8 weeks. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
    - o Final completion for McQueeney July 31, 2021
    - o Final completion for Celentano July 31, 2021
  - Group IV: Ruoppolo and Fairmont,
    - o Closed on March 11, 2021.
    - o Construction began March 15, 2021
    - o Final completion for Fairmont Heights May 31, 2022
    - o Final completion for Ruoppolo Manor May 31, 2022.

#### McConaughy Terrace

- o For the purpose of Financing Glendower bifurcated the redevelopment into two phases – 4% and 9%.
- o Glendower McConaughy Terrace 4%, LLC will consist of 92 affordable units and Glendower McConaughy Terrace 9%, LLC will consist of 104 affordable and 26 market rate units.
- o 100% drawing completed on October 31, 2021.

- o LaRosa Building Group, LLC has been selected to be the General Contractor for Phase II.
- ☐ McConaughy Terrace 4%
- o Submitted a LIHTC application to CHFA on November 12, 2021.
- ☐ McConaughy Terrace 9%
- o Submitted a LIHTC application to CHFA on November 12, 202.
- o Application was successfully funded.

**FINANCE AUDIT PRESENTATION:**

Andrew Remus from Marcum LLP made a presentation about the FY 2020 Financial Audit Statements coming forward to the Board.

**ACTION ITEMS:**

**HOUSING AUTHORITY OF THE CITY OF NEW HAVEN  
RESOLUTION NUMBER 04-22/21-R**

**Approving the FY 2020 Audited Consolidated Financial Statements for  
The Housing Authority of the City of New Haven, D/B/A Elm City Communities**

**WHEREAS**, Marcum LLP completed the audit of the Consolidated Financial Statements for The Housing Authority of the City of New Haven (HANH) in accordance with GAAP (Generally Accepted Accounting Principles); and

**WHEREAS**, the Consolidated Financial Statements have an Unmodified (i.e. clean) Opinion for HANH and its component units (the Glendower Group, Inc. and 360 Management Group, Co.); and

**WHEREAS**, the Board of Directors hereby approves and accepts the FYE September 30, 2020 Audited Consolidated Financial Statements.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN, THAT:**

1. The President/Executive Director is hereby authorized and empowered to accept the FYE September 30, 2020 Audited Consolidated Financial Statements for the Housing Authority of the City of New Haven, D/B/A Elm City Communities, as set forth in this Resolution and to take any and all steps necessary to effectuate the purposes of this Resolution.
2. This Resolution shall take effect immediately.

Motion was made by Commissioner Rivera and seconded by Commissioner Keene

Rainbow Lin presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES**

**Housing Authority of the City of New Haven  
Resolution Number 04-23/21-R**

**RESOLUTION AUTHORIZING CONTRACT AWARD TO JLY CONSTRUCTION MANAGERS FOR  
COMMERCIAL ELEVATOR MODERNIZATION AT CHARLES MCQUEENEY TOWERS IN THE AMOUNT NOT  
TO EXCEED \$293,390.00 FOR COMPLETION IN 120 CALENDAR DAYS FROM NOTICE TO PROCEED**

**WHEREAS**, on February 1, 2021, ECC/HANH publicly issued Invitation for Bid #GG-21-IFB-461 for Commercial Elevator Modernization at Charles McQueeney Towers, 360 Orange Street; and

**WHEREAS**, bids were due March 10, 2021; and

**WHEREAS**, ECC/HANH received and reviewed 3 bids from JLY Construction Managers, Vase Construction & Holzner Construction.; and

**WHEREAS**, JLY Construction Managers submitted the lowest responsive and responsible bid in the amount of \$293,390.00; and

**WHEREAS**, ECC/HANH is recommending contract award JLY Construction Managers in the amount not to exceed \$293,390.00 for completion in 120 calendar days from Notice to Proceed; and

**WHEREAS**, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to execute a contract with JLY Construction Managers in the amount not to exceed \$293,390.00 for Commercial Elevator Modernization at Charles McQueeney Towers for completion in 120 calendar days from Notice to Proceed.

**NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT:**

- 1) The award of contract #GG-21-IFB-461 to JLY Construction Managers in the amount not to exceed \$293,390.00 for Commercial Elevator Modernization at Charles McQueeney Towers for completion in 120 calendar days from Notice to Proceed is hereby authorized.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

Motion was made by Commissioner Rivera and seconded by Commissioner Keene. Michael Southam presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES  
HOUSING AUTHORITY OF THE CITY OF NEW HAVEN**

**Resolution Number 04-24/21-R**

**RESOLUTION AUTHORIZING CHANGE ORDER NUMBER ONE TO THE CONTRACT WITH A. PRETE CONSTRUCTION COMPANY INC. FOR MCQUEENEY TOWERS COMMERCIAL FLOOR RENOVATIONS IN THE AMOUNT OF \$140,490.00 BRINGING THE TOTAL CONTRACT TO A NOT TO EXCEED AMOUNT OF \$2,106,610.00**

**WHEREAS**, ECC/HANH determined a need to upgrade the commercial floors at Charles McQueeney Towers, 360 Orange Street; and

**WHEREAS**, on June 8, 2020, ECC/HANH publicly issued Invitation for Bid GG-20-IFB-352 McQueeney Towers Commercial Floor Renovations; and

**WHEREAS**, bids were due July 17, 2020; and

**WHEREAS**, ECC/HANH received and reviewed 2 bids from A Prete Construction and Tricon Construction; and

**WHEREAS**, A Prete submitted the lowest responsive bid; and

**WHEREAS**, On August 18, 2020, The Board of Commissioners approved resolution 08-71/20-R authorizing award of the contract for Commercial Floor Renovations to A. Prete Construction Company Inc., in the amount of \$1,966,120.00; and

**WHEREAS**, ECC/HANH subsequently identified additional renovation needs including adding security cameras, replacement of the carpet in the HCV Department and correction of ongoing plumbing leaks on the 3rd floor: and

**WHEREAS**, ECC/HANH requests authorization to increase the value of the contract with A. Prete Construction Company Inc. for Commercial Floor Renovations by \$140,490.00 bringing the total contract to a not to exceed value of \$2,106,610.00; and

**WHEREAS**, ECC/HANH is recommending contract extension with A. Prete Construction Company Inc., the lowest responsive and responsible bidder, in the amount of \$140,490.00; and

**WHEREAS**, in accordance with resolution #10-129/18-R for the Revised Procurement Policy approved by the Board of Directors on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which result in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution. We request Board of Commissioners authorization to extend the contract with A. Prete Construction Company Inc., in the amount of \$140,490.00 bringing the contract to a not to exceed value of \$2,106,610.00 for McQueeney Towers Commercial Floor Renovations.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN THAT

- 1) Authorizing change order number one to contract GG-20-IFB-352 with A. Prete Construction Company Inc. in the amount of \$140,490.00 for McQueeney Towers Commercial Floor Renovations bringing the contract value to a not to exceed amount of \$2,106,610.00 is hereby authorized.
- 2) The President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The President be and hereby is authorized, empowered and directed to take any and all such ancillary action necessary and appropriate to fulfill the intent of the foregoing.
- 4) The resolution shall take effect immediately.

Motion was made by Commissioner Morris and seconded by Commissioner Keene. Michael Southam presented this resolution. Motion passed unanimously.

**Housing Authority of the City of New Haven  
Resolution # 04-25/21-R**

**RESOLUTION AUTHORIZING AN EXCLUSIVE EIGHTEEN (18) MONTH OPTION TO PURCHASE AGREEMENT BETWEEN THE AUTHORITY D/B/A ELM CITY COMMUNITIES ( "ECC") AND THE GLENDOWER GROUP, INC., ("GLENDOWER") WITH RESPECT TO REAL PROPERTY IDENTIFIED AS 34 LEVEL STREET, NEW HAVEN, CONNECTICUT, TO PERMIT GLENDOWER TO APPLY FOR, AMONG OTHER THINGS, HUD SECTION 202 SUPPORTIVE HOUSING FOR THE ELDERLY CAPITAL ADVANCE FUNDING**

**WHEREAS**, this Resolution is to authorize the grant to Glendower or an instrumentality or affiliate of either Glendower or ECC, an exclusive option agreement (the "Option Agreement") to purchase the 34 Level Street property; and

**WHEREAS**, the option is necessary to permit Glendower to apply to HUD for funding under the Section 202 Supportive Housing for the Elderly Program, as well as other possible funders; and

**WHEREAS**, the proposed term of the option is for eighteen (18) months; and

**WHEREAS**, the option may be terminated by ECC if HUD fails to award funding under the Section 202 Supportive Housing for the Elderly Program or HUD determines that the Property is environmentally unacceptable; and

**WHEREAS**, the proposed option payment by Glendower to ECC is \$1.00; and

**WHEREAS**, if Glendower decides to exercise its right to purchase 34 Level Street pursuant to the Option Agreement, the purchase price for the property will be \$1,170,000.00.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN, that:

1. The grant of an exclusive option agreement as described hereinabove by ECC to Glendower, to purchase 34 Level Street be and hereby is authorized; and
2. The President be and hereby is authorized and directed to execute and deliver an Option Agreement in the form attached hereto as Exhibit A, and upon such other terms and conditions as the President, in consultation with legal counsel to ECC, determines necessary and appropriate and in the best interests of ECC; and
3. This Resolution shall take effect immediately.

Motion was made by Commissioner Kilpatrick and seconded by Commissioner Morris.

Edward LaChance presented this resolution. Motion passed unanimously.

**ELM CITY COMMUNITIES**  
**Housing Authority of the City of New Haven**

**Resolution #04-26/21-R**

**Resolution Authorizing Change Order Number Three (3) in the amount of \$80,000.00 for Tyco Integrated Security for Agency Wide Preventive Maintenance, Replacement and Repair to Security Cameras Beginning bringing the total not to exceed amount from \$149,998.11 to \$229,998.11.**

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**WHEREAS**, ECC/HANH has a recurring need for Security Equipment and Monitoring Services agency wide; and

**WHEREAS**, ECC/HANH researched vendors who hold existing public contracts and found that Tyco Integrated Security has a contract with the State of Connecticut under contract number 17PSX0002 for the same services required by ECC/HANH; and

**WHEREAS**, Tyco Integrated Security has a competitively solicited State of Connecticut Contract allowing services and supplies to Government, State and Local agencies for certain supply schedule purchases which will expire on December 31, 2023; and

**WHEREAS**, on April 19, 2018 ECC/HANH approved Purchase Order 20424-2874 in the amount of \$43,950 with Tyco Integrated Security agency wide for preventive maintenance, replacement and repair to security cameras; and

**WHEREAS**, on May 2, 2019 ECC/HANH approved Change Order Number One (1) for Purchase Order 20942-2874 in the amount of \$61,990.11 with Tyco Integrated Security agency wide for preventive maintenance, replacement and repair to security cameras bringing the total not to exceed amount from \$105,940.11 to \$105,940.11; and

**WHEREAS**, on January 1, 2020 ECC/HANH approved a time extension per Resolution #02-25/10-R with TYCO Integrated Security, LLC for CCTV, Burglar, Monitoring repair services agency wide from January 1, 2020 to September 30, 2020 (P.O. #20424-12633); and

**WHEREAS**, on October 1, 2020 ECC/HANH approved a time extension per Contract extension with TYCO Integrated Security, LLC for CCTV, Burglar Alarms & monitoring from October 1, 2020 to September 30, 2021. (PO 20424-12576); and

**WHEREAS**, on March 12, 2021 ECC/HANH approved Change Order Number Two (2) for Purchase Order 21951-2874 in the amount of \$44,058.00 utilizing Cares Act funding with Tyco Integrated Security agency wide for preventive maintenance, replacement and repair to security cameras bringing the total not to exceed amount from \$105,940.11 to \$149,998.11; and

**WHEREAS**, ECC/HANH staff is now recommending that the Board of Commissioners authorize Change order Number Three (3) in the amount of \$80,000.00 utilizing Operating funds and Cares Act funding for Tyco Integrated Security for Agency Wide Preventive Maintenance, Replacement and Repair to Security Cameras bringing the total not to exceed amount from \$149,998.11 to \$229,998.11 Additional cameras (cctv project) for \$40k utilizing Cares Act funding at McConaughy Terrace and the remaining \$40k utilizing operating funds for monitoring, routine and emergency service for the new and existing security systems; and;

**WHEREAS**, in accordance with resolution 10-129/18-R for the Revised Procurement Policy, approved by the Board of Commissioners on October 16, 2018, all Contracts greater than \$150,000.00 inclusive of all optional years and all Change Orders and amendments in excess of 10% or \$50,000.00 (whichever is higher) and which results in a total contract greater than \$150,000.00 must be approved by the Board of Commissioners prior to execution; and

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the that the Board of Commissioners Approve Change Order Number Three (3) in the amount of \$80,000.00 for Tyco Integrated Security for Agency Wide Preventive Maintenance, Replacement and Repair to Security Cameras Beginning bringing the total not to exceed amount from \$149,998.11 to \$229,998.11 is authorized and the President be and hereby is authorized, empowered and directed to act on behalf of ECC/HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, such terms as the President deems necessary and appropriate and in the best interest of ECC/HANH, the agreement contemplated hereby.

Motion was made by Commissioner Keene and seconded by Commissioner Morris.

Lee Purvis presented this resolution. Motion passed unanimously.

### **Housing Authority of the City of New Haven**

#### **Resolution Number 04-27/21-R**

#### **AUTHORIZING AMENDMENT #1 TO THE MTW ANNUAL PLAN FOR FY 2021 IN RESPONSE TO HUD COMMENTS.**

**WHEREAS**, As a MTW agency, ECC/HANH is required to provide an Annual MTW Plan and an Annual MTW Report; and

**WHEREAS**, ECC/HANH's ECC/HANH's MTW 2021 Annual Plan was authorized and approved by the Board of Commissioners in June of 2020 and submitted to HUD in September of 2020; and

**WHEREAS**, ECC/HANH now seeks authorization for Amendment Number 1 to modify the 2021 MTW Annual Plan to include:

- Responses to HUD comments for initial submission.
- Updates to proposed Initiatives.

**WHEREAS**, The document was made available for public review and for public comment on March 2, 2021. A public hearing was held on March 31, 2021. There were no comments to be considered.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN, that:

- 1) The President is hereby authorized to take any and all steps necessary to effectuate the provisions of the Resolution, including but not limited to, amending the agency's Moving to Work Annual Plan to incorporate Amendment Number One and submitting the Amended Plan to HUD; and
- 2) The Resolution shall be made effective immediately.

Motion was made by Commissioner Morris and seconded by Commissioner Keene.

Leasley Negron presented this resolution. Motion passed unanimously.

**Housing Authority of the City of New Haven  
Resolution # 04-28/21-R**

**RESOLUTION AUTHORIZING THE APPOINTMENT OF SHENAE DRAUGHN AS INTERIM EXECUTIVE DIRECTOR/SECRETARY/PRESIDENT OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN, EFFECTIVE MAY 1, 2021 THROUGH SEPTEMBER 30, 2021, OR SUCH FURTHER TIME AS MAY BE IN THE BEST INTEREST OF THE AUTHORITY**

**WHEREAS**, consistent with the agency's succession plan and anticipation of the absence of the Executive Director/Secretary/President; and

**WHEREAS**, In order to ensure the continued operation of the Authority and its affiliated entities, it is in the best interests of the Authority to appoint an individual to serve as Interim Executive Director/Secretary/President of the Housing Authority of the City of New Haven and President on an interim basis of its affiliated entities; and

**WHEREAS**, the Authority has determined that it is in the best interests of the Authority to appoint Shenae Draughn as Interim Executive Director/Secretary/President of the Housing Authority of the City of New Haven, and President of its affiliated entities for the period beginning May 1, 2021 through September 30, 2021, or such further time as may be in the best interests of the Authority.

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COMMISSIONERS OF THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN, that:

1. The appointment of Shenae Draughn as Interim Executive Director/Secretary/President of the Housing Authority of the City of New Haven, and President of its affiliated entities for the period beginning May 1, 2021 through September 30, 2021, or such further time as may be in the best interests of the Authority, at the annualized salary of \$205,000.00, be and hereby is authorized and directed; and
2. This Resolution shall take effect immediately.

Motion was made by Commissioner Kilpatrick and seconded by Commissioner Rivera.

Karen DuBois-Walton presented this resolution. Motion passed unanimously.

**ADJOURNMENT:**

Motion to adjourn was made at 4:55 p.m. by Chairman Clemons and seconded by Commissioner Kilpatrick. Motion passed unanimously.