

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, September 21, 2021 at 4:00 p.m.

Those present included:

Erik Clemons, Chairman
William Kilpatrick, Vice Chairman
Foluke Morris, Commissioner
Danya Keene, Commissioner
Karen DuBois-Walton, Secretary
Maza Rey, ECC
John Rafferty, ECC
Lee Purvis, ECC
Shenae Draughn, ECC
Frank Emery, ECC
Catherine Hawthorne, ECC
Christine Morgan, McCarter & English LLP
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 4:02 p.m.

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

Approval of the Minutes from the August 17, 2021 Regular Meeting:

Motion to approve the minutes was moved by Commissioner Kilpatrick and seconded by Commissioner Morris. Motion passed. Chairman Clemons abstained from the vote. All in favor.

Bills and Communications:

Vendor Commitments Report totaling \$ 9,238.62 (listed on page 4, this excludes paid inv. On report). 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 September 21, 2021 Board of Commissioners meeting.

Bank Book Check Register totaling \$ 2,451,753.42 (listed on page 15). This list consists of invoices that have been paid from August 1 – August 31, 2021. Gengras Ford LLC (\$42,780) for purchase of vehicles; Christopher Williams Architects, LLC (\$ 52,490) for IQC, A&E for Crawford; 212 Exchange Street LLC (\$ 47,979) for Scattered Sites West; Lothrop Associates, LLP (\$ 28,025) for IQC A&E Essex bathrooms; City of New Haven (\$ 36,722) for LCI, Bulk Trach & Fuel; JLY Enterprises LLC (\$ 109,505) for Scattered Sites; United Illuminating (\$ 119,702) for various sites; Home Depot (\$56,532) for agency wide supplies; Anthem Blue Cross/blue Shield (\$418,463) for 2 months of Medical insurance; J.A. Rosa Construction LLC (\$ 106,795) for Crawford Vestibule.

The total of both registers is \$ 2,460,992.04

Presented by Jack Rafferty

Accepted as stated

Public Comments:

N/A

President's Report:

To: ECC/HANH Board of Commissioners

From: Karen DuBois-Walton, Ph.D., President

Date: September 21, 2021

RE: President's September 2021 Report

I. Administrative



ECC is “One Team, Meeting Expectations”! I’d like to acknowledge the steadfast work of our ECC team and some of their accomplishments this month are as follows:

ECC had a successful reopening. We notified the public via mailings and social media posts. We detailed the safety protocol and the ease of scheduling appointments online. It’s hard to believe that the return of school is fast approaching. We had an exciting drive-by Back to School Fair. We serviced all of our family developments, providing school supplies and treats. Thank you to our Executive, CED, and Operations teams.

We have been diligently working on our redevelopment efforts. We’ve reached substantial completion with RAD Group III and will be leasing Mill River Phase 2. As a part of our efforts, we’re discussing a partnership with Dress for Success to be located at Mill River.

As we continue in the spirit of our mission and vision, we’re laser focused on how we can increase customer satisfaction. To this end, a resolution will be before you today that will allow for an added module on our existing phone lines for surveys, call monitoring for quality assurance, return calls turnaround time, et al. We hope that the Board will support this effort.

Executive/Communications

- Continued our work with our contractor to help create opportunities and signages for residents to get vaccinated and stay updated on things relative to COVID
- Had a site visit with Dress for Success at Mill River to designate a location for the new and first satellite site in New Haven

Planning and Modernization

- In Design: Crawford Life Health and Safety; Construction documents received, Review underway; Lead Grant 2020 Scope of work under discussion; Cost estimates received; Lead testing scheduled started.
- Second phase of properties are surveyed for HUD required Physical Needs Assessments; Resident youth--intern has 1st week of work. Hired by Consultant performing Physical Needs Assessments as part of the company's Section 3 commitment.
-

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

-
- Contract extension with Tyco Integrated Security for preventive maintenance, replacement and repair of security cameras from October 1, 2021 until December 31, 2021.(PO#20424-12633)
- Contract extension with City of New Haven for False alarm reduction program from October 1, 2021 until September 30, 2022. (PO # 20463-12618)
- Contract extension with the City of New Haven for Preventative Maintenance and Repairs of agency vehicles from October 1, 2021 until December 31, 2021.(PO 20761-12866)

II. Finance-June 2021 YTD Financials

| JUNE 2021 | | | | | | | | | | | | |
|---|--------------------|-------------------|--------------------|--------------------|-------------------|--------------------|--------------------|--------------------|----------------|--------------------|-------------------|--------------------|
| | MTW Budget | MTW Actual | Variance | NON-MTW Budget | NON-MTW Actual | Variance | ILBIS Budget | ILBIS Actual | Variance | Total Budget | Total Actual | Total Variance |
| 70000 TOWNSHIP REVENUE | 1,257,876 | 1,733,003 | 485,025 | - | - | - | - | - | - | 1,257,876 | 1,733,003 | 485,025 |
| 70000 HURD REVENUE | 74,023,949 | 70,882,270 | (3,141,679) | 340,758 | 484,880 | (144,122) | - | - | - | 74,364,707 | 71,367,150 | (2,997,557) |
| 70000 OTHER REVENUE | 342,836 | 7,566,092 | 7,223,256 | 13,125,758 | 13,216,170 | 90,412 | (7,003,415) | (7,336,765) | 333,350 | 6,465,199 | 13,532,338 | 7,067,139 |
| 70 000 TOTAL REVENUE | 75,644,733 | 84,211,305 | 8,566,553 | 13,466,516 | 13,456,333 | (9,983) | (7,003,415) | (7,336,765) | 333,350 | 82,007,654 | 90,341,094 | 8,333,440 |
| 8000 OPERATING ADMINISTRATIVE | 9,980,885 | 10,590,025 | (599,140) | 5,845,236 | 5,463,030 | 382,206 | (7,003,415) | (7,336,765) | 333,350 | 8,825,706 | 8,126,804 | 698,902 |
| 8000 TOWNSHIP SERVICES | 198,730 | 200,465 | (1,735) | 1,682,265 | 1,489,035 | 193,230 | - | - | - | 2,081,005 | 1,989,249 | 91,756 |
| 8000 UTILITIES | 170,376 | 2,169,077 | (1,998,701) | 18,882 | 126,148 | (107,266) | - | - | - | 1,821,738 | 2,295,225 | (473,487) |
| 8400 MAINTENANCE | 2,023,525 | 3,878,040 | (1,854,515) | 388,382 | 491,028 | 102,646 | - | - | - | 2,992,807 | 4,369,068 | (1,376,261) |
| 8500 PROFESSIONAL SERVICES | 59,038 | 234,016 | (174,978) | 19,268 | 9,277 | 10,000 | - | - | - | 118,406 | 215,293 | (96,887) |
| 8600 GENERAL EXPENSE | - | - | - | 177,660 | 286,607 | (108,947) | - | - | - | 177,660 | 286,607 | (108,947) |
| 8600 INSURANCE PREMIUMS | 487,838 | 718,478 | (230,640) | - | - | - | - | - | - | 487,838 | 718,478 | (230,640) |
| 86000 TRIP | 1,630,251 | 1,666,063 | (35,812) | - | - | - | - | - | - | 1,630,251 | 1,666,063 | (35,812) |
| 860005 GROWTH EXPENSE | - | - | - | - | - | - | - | - | - | - | - | - |
| 86 000 TOTAL OPERATING EXPENSES | 16,577,163 | 19,228,724 | (2,651,561) | 6,412,663 | 7,215,123 | 1,197,479 | (7,003,415) | (7,336,765) | 333,350 | 17,986,321 | 19,247,662 | (1,261,341) |
| 8700 EXTRAORDINARY MAINTENANCE | 705,240 | - | 705,240 | - | - | - | - | - | - | 705,240 | - | 705,240 |
| 8700 CASUALTY LOSSES - NON-CAPITALIZED | - | - | - | - | - | - | - | - | - | - | - | - |
| 8700 HARVEST EXPENSE | 49,084,648 | 46,378,252 | 2,666,396 | - | - | - | - | - | - | 49,084,648 | 46,378,252 | 2,666,396 |
| 874000 FRESH FUND EXPENSE | 3,685,851 | 3,701,384 | (15,533) | 110,819 | 257,288 | (146,469) | - | - | - | 3,806,730 | 3,958,672 | (151,942) |
| 89 000 OTHER EXPENSES | 33,466,158 | 36,086,645 | (2,620,487) | 110,819 | 257,288 | (146,469) | - | - | - | 33,576,977 | 36,343,923 | (2,766,946) |
| TOTAL EXPENSES | 70,843,321 | 69,438,368 | 1,404,953 | 6,523,482 | 7,472,413 | (948,931) | (7,003,415) | (7,336,765) | 333,350 | 71,563,327 | 69,585,217 | 1,978,110 |
| 840000 -MTW Fund Expenses | (2,887,500) | (2,186,948) | (770,552) | (5,800,014) | (4,835,000) | (965,014) | - | - | - | (8,787,514) | (6,981,948) | (1,805,566) |
| Investment In the Fund (up of affordable exhaust up Dev | - | - | - | - | - | - | - | - | - | - | - | - |
| Revenue for investment in IR | - | (2,184,825) | 2,184,825 | (4,980,828) | (5,217,428) | 236,600 | - | - | - | (4,980,828) | (7,397,253) | 2,416,425 |
| 8310 Operating Transfer In | 653,406 | 774,784 | (121,378) | 4,060,079 | 4,462,708 | (402,629) | - | - | - | 4,713,485 | 5,227,492 | (513,997) |
| 8330 Operating Transfer Out | (4,713,485) | (5,227,492) | 513,997 | - | - | - | - | - | - | (4,713,485) | (5,227,492) | 513,997 |
| 9000 DISBURSEMENT REVENUE (UNDER EXPENSES) | (1,386,146) | 6,627,784 | (7,413,930) | (1,877,689) | 3,94,174 | (2,271,613) | - | - | - | (3,262,835) | 6,421,958 | (9,684,793) |
| 40000 FRESH FUND EXPENSE | 3,685,851 | 3,701,384 | (15,533) | 110,819 | 257,288 | (146,469) | - | - | - | 3,806,730 | 3,958,672 | (151,942) |
| 50 0 SURPLUS / (DEFICIT) | 2,309,865 | 9,729,079 | (7,419,213) | (1,766,875) | 6,51,763 | (2,418,633) | - | - | - | 542,935 | 10,360,841 | (9,817,906) |

III. Operations

A. Vacancy Rate

HANH's current occupancy rate for the month for August 2021 is 93%. 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 August 2021 is 68.87%. 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% | 83.27% | 12.5 |

| | | | |
|----------------|---------------|---------------|-------------|
| May | 79.95% | 82.07% | 2.12 |
| June | 81.17% | 73.96 | -7.21 |
| July | 100% | 75.22% | -24.78 |
| August | 79.11% | 68.87% | -10.24 |
| September | 76.04% | | |
| October | 76.16% | | |
| November | 75.98% | | |
| December | 76.46% | | |
| Average | 78.07% | 76.99% | 1.08 |

[Text Wrapping Break]

Community and Economic Development (CED) Monthly Report

Planning and Modernization

Lead-Based Paint Capital Fund Program—Lead Grant Funding Years 2017 and 2020

HUD Lead Grant 2017

- 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. Group 1 construction completed, and Group 2 will be completed in August.
- Group 3 solicited 2 times. Contract awarded; Bid protest, contract pulled; Contract being extended after protest resolved. Notice to proceed September 1, 2021
- Group 4 and Group 5, insufficient competition for award; To be resolicited.
- Group 6, McConaughy, will be reworked for Interim Control Measures. Abatement will be conducted in conjunction with the Development project.
- Group 9, Essex, Contract awarded; work complete.
- Groups 7 was put out for quotes, February, 2021, and did not receive responsive quotes. This will be resolicited as part of the HUD Grant 2020 redesign.
- Group 8 is pending solicitation as part of the HUD Grant 2020 redesign.
- 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.
- Given the new funding through HUD Lead Grant 2020, Planning & Modernization is reworking the abatement design in the above mentioned Lead solicitation Groupings to include removal of the lead as opposed to encapsulation, which will be the difference between Lead Safe and Lead Free in many units. We are very fortunate to have the funding to make our Scattered sites homes even safer.

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. On May 11, 2021, HUD announced lead grant awards. ECC/HANH received the full **\$3,700,000** requested. This funding will permit removal of degraded Lead based paint siding on multiple scattered site homes and the replacement of lead painted windows and interior construction components, making our homes healthier for families. The removal instead of encapsulation will permanently remove the Lead risk. P&M selected an Architect and Environmental consultant for the project and has begun inspections.

CFP Tasks

P&M 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. Construction started April 15, 2021 and original Scope of Work is, 100% complete. Related change order work will be completed in September.
- **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, was 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. Contract executed and Construction has begun. Concrete entry roof and sidewalks are completed, and the long lead time item, the fire pump, is on site. 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 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. Wolfe Phase 1 excludes work requiring entry into resident units or requiring relocation of residents in an elderly and disabled population; Construction on the community room has begun. A portion of the work for the ADA entry will be paid for by CARES funding. A contract for Phase 2, for resident interior improvements has been awarded.
- **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 and general conditions cost are coming before the BOC this month. Substantial completion was reached 5/19/2021, with only minor punchlist items remaining. This project has replaced all of the damaged and failing storm and sanitary sewer lines which were 50 years old, vastly improving health and safety for the 198 families and 3 communal areas at McConaughy Terrace. Project is in closeout.
- **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. Procurement scheduled virtual interviews with both respondents. A contractor has been selected and approved by the BOC, June, 2021. Phase 1 of the inspections is completed, and Phase 2 inspections have begun. Resident youth has been hired as part of the consultants' Section 3 commitment to assist on the project.
- **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. Project will be paid for by CARES funding. Bids solicited in March for fencing and basement pipe abatement. Six bids received. Scope of work was rebid. An award has been made.
- **Essex Envelope and Bathroom and Flooring Upgrades**

Project design is completed and was out for bid. Covid Cares funding is available for a portion of the work. This project will replace Roofs, Siding, Windows, Gutters and downspouts, provide code required AC sleeves, replace all bathrooms, and some flooring which are all beyond their Estimated Useful Life. This is a major improvement for residents of Essex Townhouses. Due to procurement issues the solicitation was cancelled, and the project is out to bid. We are anticipating to bring a recommendation for award to the Board, this month.

- **ECC Design Standard Specifications:** P&M has updated 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. Project is completed.
- **425B Eastern Street:** P&M solicited A&E and environmental design services for a vacancy rehabilitation project. 425B Eastern Street sustained significant structural and cosmetic 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. Construction has started.
- **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. Current contracts expired; Operation solicited quotes for new contracts which will be managed by Operations with Operations funding.

The Glendower Group/Special Projects

Farnam Courts Phase II

- For the purpose of Financing Glendower bifurcated the redevelopment of Phase II into two phases – 4% and 9%.
- 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.
- 100% drawing completed on January 24, 2020.
- Haynes Construction has been selected to be the General Contractor for Phase II.
- **Farnam Courts Phase II 4%**
 - Successfully closed on July 7, 2020.
 - Notice to proceed issued to begin work on July 13, 2020
 - Construction is ongoing and on schedule
 - Substantial completion by September 10, 2021.
- **Farnam Courts Phase II 9%**
 - Successfully closed on December 17, 2020
 - Notice to proceed issued to begin vertical and demolition work on December 18, 2021.
 - Construction is ongoing and on schedule.
 - Vertical and infrastructure to be completed by April 30, 2022
 - Demolition of former Farnam buildings completed.

- Submitted an HTCC application on June 1, 2021, for additional funding in the amount of \$500,000 due to offset the cost of the sharp increase in lumber pricing across construction nationally caused by the Covid pandemic.

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 January, 2022. 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 2022 or 2023.
- 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.

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
 - Development completed and leased.
 - Group IIA: Waverly and Stanley Justice and Fulton Park
 - Development completed and leased.
 - Group IIB: Valley Townhomes
 - Closing anticipated by September 30,2021.
 - Submitting financing template to the Resource desk on May 20, 2021
 - Waiting on date from HUD to conduct concept call.
 - Group III: McQueeney, and Celentano
 - Closed February 27, 2020.
 - Construction began on March 9, 2020.
 - Construction activities are **COVID delay of 8 weeks**. State and nationwide slowdowns and shutdowns are being monitored for possible schedule overruns.
 - Final completion for McQueeney July 31, 2021

- Final completion for Celentano July 31, 2021
- Group IV: Ruoppolo and Fairmont,
 - Closed on March 11, 2021.
 - Construction began March 15, 2021
 - Final completion for Fairmont Heights May 31, 2022
 - Final completion for Ruoppolo Manor May 31, 2022.

McConaughy Terrace

- For the purpose of Financing Glendower bifurcated the redevelopment into two phases – 4% and 9% Low Income Housing Tax Credit applications.
- 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.
- 90% drawing completed on October 31, 2021 for the 9% phase.
- LaRosa Building Group, LLC has been selected to be the General Contractor for the Development.
- **McConaughy Terrace 4%**
 - Submitted a LIHTC application to CHFA on November 12, 2021.
- **McConaughy Terrace 9%**
 - Submitted a LIHTC application to CHFA on November 12, 2020.
 - Application was awarded under the 2020 competitive LIHTC round. The 9% LIHTC award also included approval of the 4% award.

ACTION ITEMS:

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

Resolution Number 09-72/21-R

RESOLUTION AUTHORIZING CHANGE ORDER NUMBER TWO TO THE CONTRACT WITH A. PRETE CONSTRUCTION COMPANY INC. FOR MCQUEENEY TOWERS COMMERCIAL FLOOR RENOVATIONS IN THE AMOUNT OF \$40,000.00 BRINGING THE TOTAL CONTRACT FROM \$2,106,610.00 TO A NOT TO EXCEED AMOUNT OF \$2,146,610.00

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, On April 20, 2020, The Board of Commissioners approved resolution 04-24/21-R authorizing Change Order 1 to the of the contract with **A. Prete Construction Company Inc.**, in the amount of \$140,490.00; and

WHEREAS, ECC/HANH subsequently identified additional renovation needs including connecting the IT area HVAC to the emergency generator, removal of unforeseen electrical wires laying on the old ceiling grid, and correction of faulty masonry in the HR area: and

WHEREAS, ECC/HANH requests authorization to increase the value of the contract with **A. Prete Construction Company Inc.** for Commercial Floor Renovations by \$40,000.00 bringing the total contract to a not to exceed value of \$2,146,610.00; and

WHEREAS, ECC/HANH is recommending contract extension with **A. Prete Construction Company Inc.**, the lowest responsive and responsible bidder, in the amount of \$40,000.00; 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 \$40,000.00 bringing the contract to a not to exceed value of \$2,146,610.00 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 two to contract **GG-20-IFB-352** with **A. Prete Construction Company Inc.** in the amount of \$40,000.00 for McQueeney Towers Commercial Floor Renovations bringing the contract value to a not to exceed amount of \$2,146,610.00 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 Keene and seconded by Commissioner Morris.

Michael Southam presented this resolution. Motion passed unanimously.

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven

Resolution Number 09-73/21-R

RESOLUTION AUTHORIZING CONTRACT AWARD TO BRD BUILDERS, LLC FOR ESSEX EXTERIOR ENVELOPE AND DWELLING UNIT IMPROVEMENTS IN THE AMOUNT NOT TO EXCEED \$1,919,761.30 FOR COMPLETION IN 180 CALENDAR DAYS FROM NOTICE TO PROCEED

WHEREAS, at Essex Townhouses, 1134 Quinnipiac Avenue, ECC/HANH determined a need to upgrade the development including roofs, gutters, windows, doors, siding, bathrooms, flooring, etc.; and

WHEREAS, on June 23, 2021, ECC/HANH publicly issued Invitation for Bids #PM-21-IFB-515 for Essex Exterior Envelope and Dwelling Unit Improvements; and

WHEREAS, bids were due July 26, 2021; and

WHEREAS, ECC/HANH received and reviewed two bids with a third bid submitted after the deadline; and

WHEREAS, one of the two timely bids and the late bid were determined to be unresponsive; and

WHEREAS, ECC/HANH cancelled the solicitation and on August 4, 2021 issued Invitation for Bids #PM-21-IFB-524; and

WHEREAS, bids were due September 1, 2021; and

WHEREAS, ECC/HANH received and reviewed three bids; and

WHEREAS, ECC/HANH is recommending contract award to BRD Builders, LLC who submitted the most responsive and responsible bid in the amount not to exceed \$1,919,761.30 for completion in 180 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 BRD Builders, LLC in the amount not to exceed \$1,919,761.30 for Essex Exterior Envelope and Dwelling Unit Improvements to be completed in 180 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 #PM-21-C-524 to BRD Builders, LLC in the amount not to exceed \$1,919,761.30 for Essex Exterior Envelope and Dwelling Unit Improvements to be completed in 180 calendar days from Notice to Proceed is hereby authorized.
- 2) The Executive Director-President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
- 3) The Executive Director-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 Keene and seconded by Commissioner Kilpatrick.

Frank Emery presented this resolution. Motion passed unanimously.

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

Resolution Number 09-74/21-R

**RESOLUTION AUTHORIZING ACCEPTANCE OF DEPARTMENT OF HOUSING AND URBAN DEVELOPMENT
FY 2020 HOUSING-RELATED HAZARDS CAPITAL FUND PROGRAM GRANT CT26H00450120 AWARD IN
THE AMOUNT OF \$3,999,993.00**

WHEREAS, on March 24, 2021 HUD issued Notice of Funding Opportunity FR-6400-N-68 to assist public housing authorities to identify and eliminate housing-related hazards such as mold, carbon monoxide, pest infestation, radon, fire hazards and other housing hazards in public housing properties. Applicants could request up to \$4,000,000.00 by the May 25, 2021 submission deadline; and

WHEREAS, ECC/HANH identified these locations for the application submission:

- Scattered Sites Multi-Family, SS West, SS East and Essex for carbon monoxide, mold, radon, and asbestos
- Crawford and Wolfe for carbon monoxide, mold, radon, asbestos and pest infestation; and

WHEREAS, ECC/HANH submitted a grant application in the amount of \$3,999,993.00 by the May 25, 2021 deadline; and

WHEREAS, on September 15, 2021, HUD announced an award to ECC/HANH in the requested amount of \$3,999,993.00; and

WHEREAS, ECC/HANH is requesting authorization to accept the 2020 Housing-Related Hazards Capital Fund Program award in the amount of \$3,999,993.00, execute all required documents, and obligate-expend the funds in accordance with program regulations.

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

- 5) Acceptance of \$3,999,993.00 HUD 2020 Housing-Related Hazards Capital Fund Program award CT26H00450120 is hereby authorized.
- 6) The Executive Director-President be and hereby is authorized, empowered and directed to execute and submit any required documents, forms, and agreements and submit them as HUD directs.
- 7) The Executive Director-President be and is hereby authorized, empowered and directed to execute and submit any other forms, agreements, budgets and budget revisions and to obligate and expend the funds in accordance with program regulations.
- 8) The Executive Director-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.
- 9) The resolution shall take effect immediately.

This Resolution shall take effect immediately.

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

John Rafferty presented this resolution. Motion passed unanimously.

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven
RESOLUTION # 08-61/21-R

Resolution Ratifying Contract with WB Mason for Various Office Supplies beginning, July 1, 2021 until December 31, 2024 for a Total Contract amount not to exceed \$280,000.00

WHEREAS, the State of CT has awarded the contract for office supplies with W.B. Mason effective January 1, 2019 through December 31, 2024; and

WHEREAS, the Housing Authority of the City of New Haven has authority to enter into state and local intergovernmental agreements to purchase or use common goods and services; and

WHEREAS, the Housing Authority of the City of New Haven request board approval to utilize the State of CT Contract with W.B Mason for various office supplies beginning July 1, 2021 through December 31, 2024 for a not to exceed amount \$ 280,000.00; 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 ratify a contract with WB Mason beginning July 1, 2021 until December 31, 2024 for an amount not to exceed \$ 280,000.00.

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

- 1) The contract is ratified beginning July 1, 2021 through December 31, 2024 in an amount not to exceed \$280,000.00.
- 2) The Acting President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.

- 3) The Acting President be and is hereby 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 Kilpatrick and seconded by Commissioner Keene.

Shenae Draughn presented this resolution. Motion passed unanimously.

Resolutions 09-75/21-R and 09-76/21-R were called together.

**ELM CITY COMMUNITIES
Housing Authority of the City of New Haven
Resolution Number 09-75/21-R**

Resolution Authorizing a (1) One Year Contract with HD Supply for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$150,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$300,000.00.

WHEREAS, Elm City Communities (ECC)/The Housing Authority of the City of New Haven (HANH) has recurring a need for maintenance repair and improvement materials and supplies; and

WHEREAS, HANH has discontinued its central warehouse and transferred to mini warehouses which requires the utilization of drop shipments in a 24-hour time period; and

WHEREAS, HD Supply currently has a US Communities contract which provides access to thousands of competitively solicited approved products; and

WHEREAS, the contract Number is #16154 with the County of Maricopa, Arizona; and

WHEREAS, Justification for procurements with city or State agencies are noted in the A) HUD Procurement Hand Book 7460.8 Rev-I, Section 8 (Cooperative Purchasing Agreements); B) Federal Procurement Regulation CFR 85.36 (Page 527); and C) ECC/HANH Procurement Policy (Page 14) Cooperative Purchasing which states "ECC/HANH may enter into state and local intergovernmental agreements to purchase or use common goods and services."

WHEREAS, ECC/HANH staff is recommending that the Board of Commissioners authorize a (1) One Year Contract with HD Supply for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$150,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$300,000.00; 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 ELM CITY COMMUNITIES/THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the contract with HD Supply for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$150,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$300,000.00 is approved and the Interim President be and hereby is authorized, empowered and directed to act on behalf of HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of HANH, the agreement contemplated hereby.

ELM CITY COMMUNITIES
Housing Authority of the City of New Haven
Resolution Number 09-76/21-R

Resolution Authorizing a (1) One Year Contract with Home Depot for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$250,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$500,000.00.

WHEREAS, the Housing Authority of the City of New Haven (HANH) has recurring a need for maintenance repair and improvement materials, paint, and supplies; and

WHEREAS, Home Depot currently has a US Communities contract which provides access to thousands of competitively solicited approved products; and

WHEREAS, the contract Number is #16154 and #17009 with the County of Maricopa, Arizona; and

WHEREAS, Justification for procurements with city or State agencies are noted in the A) HUD Procurement Hand Book 7460.8 Rev-I, Section 8 (Cooperative Purchasing Agreements); B) Federal Procurement Regulation CFR 85.36 (Page 527); and C) ECC/HANH Procurement Policy (Page 14) Cooperative Purchasing which states "ECC/HANH may enter into state and local intergovernmental agreements to purchase or use common goods and services."

WHEREAS, ECC/HANH staff is recommending that the Board of Commissioners authorize a (1) One Year Contract with Home Depot for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$250,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$500,000.00.

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 ELM CITY COMMUNITIES/THE HOUSING AUTHORITY OF THE CITY OF NEW HAVEN that the contract with Home Depot for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$250,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$500,000.00 is authorized and the President be and hereby is authorized, empowered and directed to act on behalf of HANH to take all such actions as are necessary or appropriate to cause to be prepared, execute and finalize, upon such terms as the President deems necessary and appropriate and in the best interest of ECC/HANH, the agreement contemplated hereby.

I hereby certify that the above resolution was adopted by a majority of the Commissioners present at a meeting duly called at which a quorum was present, on September 21, 2021.

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

Authorizing the contract with Home Depot for a variety of commercial supplies and services for the period beginning October 1, 2021 and ending September 30, 2022 for a total not to exceed contract amount of \$250,000.00 with a (1) one-year option to renew for a total not to exceed contract value of \$500,000.00 is authorized.

- 1) Bringing the contract value to a not to exceed amount of \$250,000.00 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 Kilpatrick.

Lee Purvis presented these resolutions. Motion passed unanimously.

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

Resolution #09-77/21-R

Resolution rescinding resolution #08-64/21-R authorizing a contract with Advantage Moving for Moving and Storage Services beginning September 1, 2021 through August 31, 2022 for a not to exceed amount of \$130,669.00 with four (4) one-year options to renew for a total contract value of \$653,345.00 for insufficient insurance coverage.

WHEREAS, the Housing Authority -of the City of New Haven (HANH) has a reoccurring need for a Contractor to provide moving and storage services agency wide; and

WHEREAS, On May 10, 2021 HANH issued a publicly advertised Invitation for Bid (IFB) (OP-21-IFB 494) for Moving and Storage Services. HANH received four (4) bids: Hands on Moving, LLC, Ace Van & Storage, Inc., Advantage Moving and Four-Star Movers. A determination was made that Advantage Moving was the lowest responsible bidder. A recommendation is being made to award a Contract to Advantage Moving in an amount not to exceed \$130,669.00 for the period September 1, 2021 to August 31, 2022 with the option to renew for an additional four (4) year period; and

WHEREAS, HANH staff is now recommending that the Board of Commissioners rescind resolution #08-64/21-R authorizing a contract with Advantage Moving for Moving and Storage Services beginning September 1, 2021 through August 31, 2022 for a not to exceed amount of \$130,669.00 with four (4) one-year options to renew for a total contract value of \$653,345.00 for insufficient insurance coverage; 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:

1. Resolution rescinding resolution #08-64/21-R authorizing a contract with Advantage Moving for Moving and Storage Services beginning September 1, 2021 through August 31, 2022 for a not to exceed amount of \$130,669.00 with four (4) one-year options to renew for a total contract value of \$653,345.00 for insufficient insurance coverage is authorized.
2. The Karen DuBois-Walton, Ph.D., President be and hereby is authorized, empowered and directed to execute and deliver an agreement and expend the authorized funds.
3. The Karen DuBois-Walton, Ph.D., 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.

Lee Purvis presented this resolution. Motion passed unanimously.

Motion was made to table Resolution #09-78/21-R and #09-79/21-R by Commissioner Kilpatrick and seconded by Commissioner Keene. Motion passed unanimously.

ADJOURNMENT:

Motion to adjourn was made at 4:20 p.m. by Chairman Clemons and seconded by Commissioner Kilpatrick. Motion passed unanimously.