

**CITY OF WEST HAVEN
COMMUNITY DEVELOPMENT ADMINISTRATION
MINUTES OF MEETING
JANUARY 25, 2022, 6:00 p.m. WHHS Teacher Lounge**

The Meeting was called to order at 6: 10 p.m. by Mark Bisaccia

Present: Members Colleen O'Connor, Carol Eagles, Roberta Garlock, Michele Miller, Jeffrey Moreno - CDA Staff Rosa Richardson, Mark Bisaccia. Absent: Member Victor Borrás.

ENGINEERING- SEWER LINES IN LOW/MOD AREA. After introductions, Mark Bisaccia asked Mr. Quadir where they are with this project and will they be able to meet timeliness this year. Mr. Quadir stated that they have already begun to formulate a plan for the engineering aspect of this project. Abdul believes this project will be underway and CDA will be receiving big bills by summer.

Ms. Richardson asked Mr. Quadir if there was a possibility that the funds for this project could come from the ARPA funds that the city has received since it fits in with the guidelines for funding use. By doing so, she suggested that the requested CDBG funds could be used for another city project that would not be covered with the ARPA funds.

Mr. Quadir stated that he believes that 4 million of the ARPA funds are to be used for sewer and wastewater projects but after discussing this matter with the Administration has not received a commitment to date.

Ms. Richardson then asked Mr. Quadir if the amount requested will cover the house to sewer line hook up. Mr. Bisaccia stated that they do not have the exact numbers at this time. However, CDA rehab funds would be made available, to all those who qualify, for the cost of hook-up.

Mark thanked Mr. Quadir and he left.

WHCH- HEAD START- Amy Guay- Macfarlane, new Executive Director, Chris Mazzacane new Director of Head Start and Peter Marinelli of Facilities and Operations introduced themselves as did the Members and CDA Staff. Ms. Guay-Macfarlane explained that she has been the Assistant Director for approximately 5 years and has assumed the new position upon Patricia Stevens retirement.

Ms. Guay-Macfarlane stated that COVID had a major impact on enrollment and the ability to fill to capacity. Since the uptick in COVID there was one classroom was quarantined in December and 2 more in January. It is important that Head Start continue to maintain three employees in each class. Upon returning to the classroom, there has been an increase in behavioral and mental health issues amongst the participants. During an assessment, out of 99 participants, 69 were having their first ever experience in this environment. This puts a tremendous amount of stress on the teachers, in order to prepare them to move into kindergarten. Many of the students, were also retained as they were not prepared for the rigorous curriculum of kindergarten.

WHCH- ROOF PROJECT- Currently, there are leaks within the 2 buildings that house 4 classrooms. One of those leaks goes into one of the overhead lights. They are in receipt of bids and those bids. There is approximately 10,000 square feet of material needed. They install an additional layer of shingles and re-flash around vents and gutters, remove the current shingles and add new shingles in the back where the pitch is much lower. All contractors are aware of the need for use of Davis Bacon wages.

Committee Member Miller asked Mr. Maccarelli if they have seen a surge in costs associated with construction due to the pandemic. Indeed, they have. And while performing the upgrade in the Fire Alarm system, it was clear that there was some difficulty in even getting the necessary items needed. Committee member Moreno asked what their protocol is for determining the award. Mr. Maccarelli explained they do not always use the lowest bidder since often times, the contractors that have experience with this organization are aware of the need for expedience, safety as well as timeframe when performing work.

BATHROOM- ELM ST. GROUP HOME- Ms. Guay-Macfarlane explained that there is an aging population in the Elm Street group home and the current 4 foot shower stall in the downstairs bathroom makes showering our disabled and/or wheelchair bound clients very difficult. The organization is looking to increase the size of the shower stall to 5 feet in order to better accommodate the clients and aids.

Staff Member Richardson asked Ms. Mcfarlane and Mr. Maccarelli if they had to prioritize or choose between the 2 capital projects they are seeking in this Program Year, which would be the highest priority. Ms. Guay and Mr. Maccarelli both agreed that the priority would be the Bathroom.

The members of the organization thanked the Committee for their service and their commitment to the Community House.

They left at 7:12 p.m.

READY INC- The Committee waited for the Organization representative, Tyrese Sullivan. Committee member reached out to see if Mr. Sullivan was coming and she was informed that he had been injured and was unable to attend. Mr. Bisaccia said the CDA Office would reschedule.

Respectfully submitted,

Rosa Richardson

Please note: minutes are subject to approval.