



**INVITATION TO BID:  
18-20 & 30 TRINITY STREET, HARTFORD, CT**

Project Description: Rehabilitation of Two (2) Buildings,  
104 Units, Approx 167,876sf.

Project Documents include but not limited to: Demolition & Asbestos, concrete, masonry, steel, finish carpentry, insulation, roofing, doors & hardware, storefront, windows, smoke curtains, gypsum board, flooring, painting, signage, specialties, appliances, casework, window blinds, electric traction elevators, trash chutes, fire suppression plumbing, HVAC, electrical, site-work, sanitary facilities and final cleaning.

Bid Due Date: 3-21-2025 @ 3pm

If you have not already received an ITB from us and would like to bid, please email Taylor your business & contact information, she will add you to Procore and send you the ITB.

Email Questions & Bids to:

Taylor Els [tels@haynesct.com](mailto:tels@haynesct.com) 203-888-8139

State law requires a minimum of twenty-five (25%) percent of the state-funded portion of the contract for award to subcontractors holding current certification from the Connecticut Department of Administrative Services ("DAS") under the provisions of CONN. GEN. STAT. § 4a-60g. (25% of the work with DAS certified Small and Minority owned businesses and 25% of that work with DAS certified Minority, Women and/or Disabled owned businesses.) The contractor must demonstrate good faith effort to meet the 25% set-aside goals.

HCC encourages the participation of all Veteran,  
S/W/MBE & Section 3 Certified Businesses

Haynes Construction Company, 32 Progress Ave, Seymour, CT 06483  
AA/EEO EMPLOYER



**Administrative Assistant  
Construction Logistics and Billing**

**Job Posting:** Administrative Assistant – Construction Logistics and Billing  
**Position Title:** Administrative Assistant – Construction Logistics and Billing  
**Location:** East Granby, Connecticut

**Employment Type:** Full-Time

**Company Overview:**

Galasso Materials LLC is a leading construction company and materials supplier dedicated to delivering high-quality projects while maintaining efficient operations. With a focus on safety, teamwork, and excellence, we are seeking a detail-oriented Administrative Assistant to support our logistics and billing processes in the construction and materials supply industry.

**Key Responsibilities:**

- Data Entry: Accurately input project-related data, including material orders, construction contracts and subcontractor information, into company systems.
- Customer Communications: Professionally handle email and mail correspondence with clients, addressing inquiries and providing updates related to project progress and billing.
- Invoicing/Billing: Prepare, review, and send invoices to customers for completed work or progress billing, ensuring all details align with project agreements.
- Subcontractor Agreements: Review subcontractor agreements for compliance with company policies and project requirements.
- Credit Applications: Manage the review and maintenance of client credit applications, ensuring proper documentation and approvals are in place.
- Daily Asphalt Tickets: Enter and reconcile daily asphalt tickets for construction material deliveries and purchases, ensuring accuracy and proper documentation for billing and project records.

**Qualifications:**

- High school diploma or equivalent; an associate degree in business, accounting, or a related field is preferred.
- Prior administrative experience in the construction industry is highly desirable.
- Familiarity with construction management software (e.g., Procore, Sage 300) and accounting tools is a plus.
- Strong proficiency in Microsoft Office Suite (Word, Excel, Outlook).
- Excellent organizational skills and keen attention to detail.
- Ability to manage multiple tasks, prioritize effectively, and meet deadlines.
- Strong written and verbal communication skills, with a professional demeanor.

**What We Offer:**

- Competitive pay based on experience.
- Comprehensive benefits package, including health insurance, retirement plans, and paid time off.
- Opportunities for professional growth within a dynamic and growing construction company.
- A collaborative and supportive work environment that values teamwork and excellence.

To Apply: Please send your resume and a brief cover letter to [KLamontagne@galassomaterials.com](mailto:KLamontagne@galassomaterials.com)  
Galasso Materials LLC is committed to creating an inclusive environment for all employees and encourages applications from all qualified individuals. We are an affirmative action equal-opportunity employer.

**THE ELM CITYCOMMUNITIES, HOUSING AUTHORITY OF NEWHAVEN (ECC/HANH)**

**NOTICE OF PUBLIC HEARING FOR**

**THE ELM CITYCOMMUNITIES, HOUSING AUTHORITY OF  
NEWHAVEN (ECC/HANH)  
PROPOSED AMENDMENT TO THE LIPH ADMISSION  
AND CONTINUED OCCUPANCY PLAN (ACOP) AND HCV  
ADMINISTRATIVE PLAN (ADMIN PLAN)**

Elm City Communities, the Housing Authority of the City of New Haven (ECC/HANH) is proposing to amend sections of its Low-Income Public Housing Admissions and Continued Occupancy Policy (ACOP) and the Housing Choice Voucher (HCV) Administrative Plan (Admin Plan).

Copies of the amendment to the ACOP and the Administrative Plan will be made available on Monday, March 9, 2025, on the agency website [www.elmcitycommunities.org](http://www.elmcitycommunities.org) or via Facebook [www.facebook.com/ElmCityCommunities](https://www.facebook.com/ElmCityCommunities) or Instagram [@elmcitycommunities\\_hanh](https://www.instagram.com/elmcitycommunities_hanh).

You are invited to provide written comments addressed to: ECC/HANH, ACOP & Admin Plan Revisions; Attn: Evelise Ribeiro, 360 Orange Street, New Haven, CT 06511 or via email to: [eribeiro@elmcitycommunities.org](mailto:eribeiro@elmcitycommunities.org).

A public hearing where public comments will be accepted and recorded is scheduled for Monday April 7, 2025, at 3:00pm

**Via RingCentral:**

<https://v.ringcentral.com/join/553075769?pw=df5d7fa05943d7cfd1779b59f8d54312>  
**Meeting ID: 553075769**  
**Password: hwj2gFCY9q**

Any individual requiring a Reasonable Accommodation to participate in the hearing may call the Reasonable Accommodation Manager (203) 498-8800, ext. 1507 or at the TDD Number (203) 497-8434.

**AVISO DE AUDIENCIA PÚBLICA  
PARA ELM CITYCOMMUNITIES**

**AUTORIDAD DE VIVIENDA DE NEWHAVEN (ECC/HANH)  
ENMIENDA PROPUESTA AL PLAN DE ADMISIÓN Y  
OCUPACIÓN CONTINUA (ACOP) DE LIPH Y AL PLAN  
ADMINISTRATIVO DE HCV (PLAN ADMINISTRATIVO)**

Elm City Communities, la Autoridad de Vivienda de la Ciudad de New Haven (ECC/HANH) propone enmendar secciones de su Política de Admisión y Ocupación Continua de Vivienda Pública para Bajos Ingresos (ACOP) y el Plan Administrativo de Vales de Elección de Vivienda (HCV) (Plan Administrativo).

Se pondrán a disposición copias de la enmienda al ACOP y al Plan Administrativo el lunes 9 de marzo de 2025 en el sitio web de la agencia [www.elmcitycommunities.org](http://www.elmcitycommunities.org) o a través de Facebook [www.facebook.com/ElmCityCommunities](https://www.facebook.com/ElmCityCommunities) o Instagram [@elmcitycommunities\\_hanh](https://www.instagram.com/elmcitycommunities_hanh).

Se le invita a proporcionar comentarios por escrito dirigidos a: ECC/HANH, ACOP y Admin Plan Revisions; A la atención de: Evelise Ribeiro, 360 Orange Street, New Haven, CT 06511 o por correo electrónico a: [eribeiro@elmcitycommunities.org](mailto:eribeiro@elmcitycommunities.org).

Se ha programado una audiencia pública en la que se aceptarán y registrarán los comentarios públicos para el lunes 7 de abril de 2025 a las 3:00 p.m. metro.

**A través de RingCentral:**

<https://v.ringcentral.com/join/553075769?pw=df5d7fa05943d7cfd1779b59f8d54312>  
**ID de la reunión: 553075769**  
**Contraseña: hwj2gFCY9q**

Cualquier persona que requiera una adaptación razonable para participar en la audiencia puede llamar al Gerente de Adaptaciones Razonables (203) 498-8800, ext. 1507 o al número TDD (203) 497-8434.