

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, June 16, 2021 at 7:00PM**  
**Meeting held via Conference Call**  
**Conference Call 351 999 3184 (no code needed)**

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**Commissioners Present:** Frank Coyle, Paul Janerico, Vincent Liscio, John Burke

**Commissioner Absent:** Jan Hebert

**Konover Management:** Bob Williamson, Michelle Palmer

**Residents:** Coco Baron, Nancy Higgins, Krisann Benson, Barbara Beaulieu, Isette Brendza, Susan Proctor, Marshall Ballou, Sandra Bearden, Ellen Belzer

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The meeting was called to order by Mr. Coyle at 7:00PM

**A Motion to Approve Minutes** from June 2, 2021, as submitted, was made by Mr. Janerico and seconded by Mr. Liscio - all approved.

**A Motion to Approve Financial Report** was made by Mr. Liscio and seconded by Mr. Burke – all approved.

**A Motion to Approve Management Report** was made by Mr. Liscio and seconded by Mr. Janerico – 3 approved, 1 opposed (Burke).

**A Motion to Approve Tenant Commissioner Report** was made by Mr. Janerico and seconded by Mr. Burke – all approved.

**A Motion to Adjoin Meeting** was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

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**Management Report:** The following was relayed by Mr. Williamson at the meeting:

**Delinquency:** Looking at the Over 90 day receivable, delinquencies are up on all properties. We sent 4 accounts in Meadows and General to collections and payment plans were established with multiple other residents. All delinquent accounts that qualified (under 6 months delinquent) were provided information to apply for UniteCT and at least one of those have moved forward.

Annual Recertifications and rent increase — All recertifications are complete. There were 3-4 residents who reported that, even considering the rent increase, their rent was higher than expected. After a detailed review with each resident, most unexpected increases were due to a change in income or medical expenses that were provided.

**Vacant Units:** For Congregate residents into 5 units in June with three Approved/In-Progress applicants deciding not to move forward. We had 3 additional units vacated in late May/Early June due to death/personal reasons. All Congregate vacant units (including the 3 recently vacated) have Approved or In-Progress applications. For General and Ballard, all vacant units also have Approved or In-Progress applications.

**Congregate Meal Service:** Over budget for meal services by about 29 due to payment being made in advance so there is an additional month of services showing on the May variance report. Our contract with this vendor is up in November so we plan to put this out to bid.

**Day Guard:** The day guard service in Congregate will be terminated by the end of June. This service was initially put in place due to COVID and is no longer needed as we have staff to cover for this time period. Mr. Janerico requested that new reports be developed for delinquencies that are more detailed and read more accurately. Mr. Williamson, in an effort to get potential residents to move in, waived security deposit permanently for a few.

**RSC:** Michelle Palmer reported that she attended a conference recently that covered many things but especially COVID and related regulations. Majority of residents have been vaccinated, however, not all at

this point. Due to type of facility we are, masks are still required in closed environments which is the reason the Community Rooms cannot be opened as yet. Working on opening soon.

**Tenant Commissioner Report:** Mr. Liscio noted that the agenda did not list Tenant Commissioner Report. Mr. Coyle asked for Board verbal confirmation to add at this point and it was done. Mr. Burke brought forward issues where the upcoming rent increases have been challenged by residents and some residents have not received letter of rent increase. Office will work on each of these directly with residents. Residents should call office for guidance/appointments to report and correct.

**Financial Report:** Mr. Janerico stated that Mr. Williamson's report addressed many questions. Need to further look at waitlist with Mr. Coyle and Mr. Williamson. Mr. Coyle then addressed the Meadows PILOT waiver which is up for renewal 7/1/21. Pilot is 10% of revenue and RHA has not been paying per a waiver from the Board of Selectmen. RHA will not request a waiver extension this year as cash has accumulated. Mr. Liscio, Mr. Janerico and Mr. Coyle will meet on June 23 with the Selectmen to discuss the situation.

### **Old Business:**

**Walkaround** last week in June to review and prioritize most important work. Walkways and Mildew at Ballard appears to be needed immediately. Other items at all sites will be discussed and put in order.

**Food Pantry** – Will move ahead – Placement is being discussed and will be decided soon.

**Maintenance** support & backup is being developed

**NEW BUSINES:** None

### **Public Session:**

**Barbara Beaulieu:** Gentleman who fell on Ballard Green site, is in ICU and not doing well. Prayers were requested for him.

**Susan Procter:** Some people have not received rent increase information. (Konover will work to complete entire process immediately.)

**Coco Barone:** Feels intimidated by other residents.

**Krisann Benson:** Questions about mask rules and an aide refusing to put mask on in laundry room. Masks must still be worn in all inside facilities

**Isette Brendza:** Advised of large branch needing attention. Also advised that she has a problem with her recertification and hasn't been able to get resolved. Mr. Coyle advised she see Mr. Williamson and asked Mr. Williamson to help her directly.

**Nancy Higgins:** Tough year, try to be understanding and patient with one another; prayers always good.

**Sandra Beardman** – haven't gotten letter about rent increase. Konover please note.

**Ellen Belzer** –Happy with new staff at Konover.

**Marshall Ballou** – Grateful to be living here – people don't say that enough. Keep Thrift Shop in mind for grants for RHA.

The meeting was adjourned by Mr. Coyle at 8:03PM

Minutes Respectfully Submitted by Recording Secretary Patricia Harney