

## Ridgefield Housing Authority Board Meeting

### Approved Minutes

Wednesday April 1, 2020 at 8:00AM

Meeting held via Conference Call

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**Commissioners Present:** Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt

**Paul Janerico (potential Board Member) and Crisanne Benson, Resident**

**Konover Management Personnel Present:** Resident Manager, Carmen and Michelle Palmer (for brief periods)

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The meeting was called to order by Mr. Coyle at 8:00AM

**A Motion to Approve Minutes** from March 4, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

**A Motion to Approve Financial Report** made by Mr. Liscio and seconded by Ms. Hebert, all approved.

**A Motion to Adjourn Meeting** was made by Mr. Liscio and seconded by Ms. Hebert, all approved.

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### Next Monthly Meeting will be held via Conference Call

**Residents, please note - Secretary will take attendance beginning at 6:45PM to 7:00PM**

**Conference Call 351 999 3184 (no code needed)**

**Financial Report:** Mr. Coyle talked briefly about items on Report that was distributed prior to this meeting and pointed out to Mr. Janerico that if approved for the Board, he would like him to be involved with the report and they would discuss in more depth going forward.

**Miscellaneous Items:** Konover initiated a program concerning credit card payments for rent – they will waive charges for using card. People that can prove that they have lost their income will only be required to pay 50% of rent for 2 months with the remainder payable at end of lease. Those possibly involved should discuss with Office.

Rent Increases at Ballard Green and Congregate will be 3% with subsidies covering most of that. For General Affordable and Meadows increases up to the allowable limit, maximum of \$50/month. We are charged with providing the best possible housing for present and future residents and treat all the same per the law. State will give direction. Planning to meet later today with Tina (Konover), Department of Housing and Frank Coyle.

**Resident Manager,** Michelle Palmer, called in for a few minutes to update Board. Generally, all things going well with residents. She is in touch with them (giving them numbers for necessary agencies) to ensure they have what they need and also handed out packets of items to be used during Pandemic. They are calm and comfortable. She has not completed the survey about the residents and what their needs would be if they had to be relocated. If relocation should occur, at least 50% of the residents would have to be moved. Laundry room has been set up for social distancing. There was some talk about closing but determined it would be more problematic to do that, common areas are sanitized, there were questions about extending Wi-Fi. Concern expressed about guard not wearing mask or gloves. It was noted that there is a Purell dispenser near guard station at door entrance for all to use. Patty, the woman that cleans at Congregate, had been out with a cold therefore quarantined. She will now only clean common rooms. Compliments made for flexibility and ability to get things done under stressful conditions for Michelle, Carmen and Doug per Ms. Hebert.

## **Old Business**

**Congregate Elevator** As much as a 50% relocation for residents is significant, however, in view of pandemic we can't project what we would do since everything is closed. We may have to table for remainder of the year. Whether to replace hydraulic or not, it appears as though the right choice would be replacement which would affect the facility for 6 to 12 weeks. In view of this, Mr. Liscio has been researching availability of other forms of transport up/down stairs and has found 3 that stand out. Two are chair types and one is a moving platform by which those in wheelchairs can stay in their chairs and be transported. He will continue to research possibilities and perhaps a field trip is warranted to view in person. Might be an excellent backup to do more quickly.

**Congregate Entrance** Questions posed about awning and its installation and whether or not removed plants before construction have been saved for re-planting in spring. This work is on hold.

**Stove** has arrived but not yet installed. Due to the gas leak, Mr. Coyle as requested Ridgefield Manager to secure assistance in removing old stove, handling gas leak and installing new stove as quickly as possible to avoid any issues.

**Certifications** are being done. A small number thus far (30) but appointments are being made for remaining 122. Tina will know if State decides to relax requirements.

**Pavilion** Contract with Jason is for \$28K all inclusive. He will handle the submitting of documentation for permit, excavation of site for pavilion footprint and has requested the area be fully staked prior to the start. Although we are not physically starting project just now, Mr. Liscio would like everything firmed up so when folks start working again we can "pull trigger" and get started.

## **New Business**

There were no immediate new business items to discuss, however, it was mentioned that people not receiving callbacks from office. Board has not experienced any problems and Tenant Commissioner could not relate any recent problems.

## **Resident Feedback**

Since a resident was present at the meeting, Mr. Coyle asked her to give feedback. Crissanne relayed the following concerning the laundry room at Ballard: Can we get a covered trash can in room. .Mr. Coyle said a step on can would be considered. Can a window stay open for fumes to escape. .there is an exhaust fan and that should be utilized. .window can be opened. Can trash can that holds discarded laundry materials be emptied at least once a day . .it was noted that it is emptied in the morning and at night.

Meeting Adjourned at 9:30 AM

Minutes Respectfully Submitted by Secretary Patricia Harney

**PLEASE NOTE NEXT MEETING ON APRIL 15 WILL BE ACCESSED VIA TELEPHONE.**

**RESIDENTS, PLEASE CALL INTO MEETING BETWEEN 6:45 AND 7:00 SO MEETING IS NOT INTERRUPTED ONCE STARTED. THANK YOU.**