

**Ridgefield Housing Authority Board Meeting**

**Approved Minutes**

**Wednesday October 7, 2020 at 8:00AM**

**Meeting held via Conference Call**

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

---

**Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert**

**Commissioner Not Present: Elaine Freistadt**

**Konover Management Personnel: Lola Robinson**

**Residents Viewing Meeting: Barbara Beaulieu, Susan Proctor**

---

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

**A Motion to Approve Minutes** from September 16, 2020 was made by Ms. Hebert and seconded by Mr. Liscio— all approved.

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

**A Motion to Approve MoW Lease** was made by Ms. Hebert and seconded by Mr. Liscio – all approved.

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

---

**Financial Report:** Mr. Janerico stated that revenue is on budget and expenses below due to projects being postponed. All other items as expected. The Audit is not yet scheduled since Jason has not completed his part.

**Old Business**

**MoW** – Reviewed suggested lease with 10 year term plus 10 year renewal option. Mr. Coyle was in agreement. MoW also requested permission to add an 18” identifying circular sign outside their building. Discussion ensued concerning contribution for trash removal and property insurance by MoW, which will be noted at time of lease. Mr. Coyle suggested that an approval for a new lease for MoW for 10 years with option to renew for an additional 10 years be approved. Mr. Liscio suggested that an amendment be added to proposal that a caveat be added to 10 year lease to determine or limit impact to RHA property, should that occur at any point. Board agreed.

**Awning** – Price given for address to be imprinted on awning is approximately \$425. Mr. Liscio will work with Ms. Robinson to determine script that would be most attractive. Ms. Robinson will also contact vendor to ascertain status of the “plastic” shield that protects inside walkway/residents from inclement weather.

**Cameras** –at Ballard. . .a camera to focus on Pavilion as planned. Prospect – cameras on hold for now.

**Pavilion** – The Pavilion is standing and those that have seen are pleased. Still more work needed. Roof shingles (should be installed by vendor as part of the job) are not installed as yet and metal rods (for stability) need to be purchased and installed. Asking that Doug be available today at site to assist/direct/involve working with Jason. Mr. Liscio will also oversee the next projects that must be completed. Due to recent water pipe break and removal of soil to level area for handicap access, it was determined that due to poor soil consistency a stone wall would have to be installed adding additional funds to the total build. Ms. Hebert also brought up the fact that our insurance company needed to be advised that the Pavilion is now standing and it should be added to our policy.

**Past Due Invoices** – A number of past due invoices have been submitted by Jason from some time ago. These have to be researched by Konover before being paid.

**Walkaround** - Will take place in October – date TBD. Each location will be handled separately. At that time, any new plantings at Meadows, will be discussed. Runoff at Congregate entrance will also be addressed.

**Mobile lift chair** – Advised by vendor that item will not be shipped and the reasons, at the moment, are unclear. The vendor advised recently that they were not shipping chair and returning paid monies to us. Ms. Robinson will contact vendor to seek details. Mr. Liscio will look into other options.

**Bids** – Currently seeking bids for power washing at Ballard – two have been submitted, a third is anticipated. Also accepting bids for snow removal. Ms. Hebert suggested another local contractor that might be considered.

**Emergency Planning** - Ms. Hebert, along with Ms. Robinson and Kim from Konover have met to discuss this situation and are trying to utilize some templates that they have been able to locate to use as a guide for planning purposes. They will meet again and then present their suggestions.

**Occupancy, Overdue Rent Payments and Delinquencies** – There are 7 present vacancies with another 2 becoming vacant– to total 9 as of this date. Ms. Hebert questioned moratorium by State and it was confirmed that it has been extended until end of year. To utilize, residents must complete the necessary forms. There are 3 delinquencies and those residents are trying to get approved using appropriate methods.

**Community Room** – While there is no reopening planned as yet for the residents, Kim and Michelle keeping close watch on what other rooms of this type, across the State, are doing to address this. While there may be some “one off” meetings taking place by isolated groups, the health and safety of our residents is paramount so the large room is still closed. Management is looking into the possibility of opening the library for a smaller group of residents to watch TV.

## **New Business**

**Prospect Ridge – New Low Cost Housing Project** – Mr. Coyle advised that there is a possibility of a new program to offer some preliminary funding to conduct a feasibility study on some property near Prospect Ridge that may be suitable for affordable housing. It has been suggested that RHA Board would manage rentals.

**Assistant Manager Replacement** – There was a temp assigned last week and a new temp this week. Nothing more permanent at this time. Difficult to provide continuity and get projects done on a timely basis without full office support.

**Cameras at Ballard** – Mr. Liscio questioned the mapping of cameras – do we have document of where the cameras are located and do we have a process in the event of an incident where we could look up – date, time and location of incident – and go right to the place to see on tape? Ms. Robinson affirmed that this is in place and was completed two weeks ago.

**Marine Corp** – Ms. Hebert questioned property insurance payment from Marine Corp and if they have paid. Ms. Robinson will check lease to determine amount that was assigned to them and if payment has been received.

Meeting Adjourned at 9:30AM

Minutes Respectfully Submitted by Secretary Patricia Harney