

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, February 17, 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, Vincent Liscio, Paul Janerico, Jan Hebert

**Konover Management:** Lola Robinson

**Residents:** Coco Baron, Susan Proctor, Nancy Higgins, Don Gardner, Krisann Benson, Marshall Ballou, Barbara Beaulieu, Rachel Warner

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

**A Motion to Approve Minutes** from February 3, 2021 was made by Mr. Janerico 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 Management Report** was made by Mr. Liscio and seconded by Ms. Hebert – all approved.

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

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**Financial Report:** Mr. Janerico stated the report had just been received a day or so ago and did not have the opportunity to prepare report as yet, however, he expected he would prepare and send to Board soon. He believed that Reserve for Meadows was misaligned. There appears to be a variance that in actuality is not really there. There has been improvement over 90 days for January. Ms. Robinson has the most accurate information at the moment.

**Management Report:** Ms. Robinson (riding in car) and Mr. Coyle jointly gave input. Ms. Robinson stated that there were 14 vacancies – 4 at Ballard, 7 Prospect Ridge, and 3 General. While she has some interested parties, Congregate is not requested due to elevator issues. Delinquencies: There are 7 at the moment - Very high at Ballard and a couple are protected by the moratorium; Those at General are presently not working due to COVID. Ms. Robinson is participating in a call where a grant from the State may be made available to RHA and similar facilities. She will update Mr. Coyle after call. Ms. Robinson is contacting potential applicants from waiting list; however, office is short staffed. St. Mary's parishioners' may be gifting one person the monies to bring their indebtedness up to date. Ms. Robinson does what she can to ensure phone calls are returned and is hopeful that when new Assistant Property Manager is hired, it will free up time for her to be more intimately involved.

Mr. Coyle and Mr. Lucio will be conducting a phone interview with a candidate for the Assistant Manager position on Friday.

COVID Vaccines: Conover working with Department of Social Services to try to get Department of Health to our housing locations so residents do not have to leave residence to seek vaccine shot. Has not yet been effective. Suggested that in the meantime, residents can try to sign up with Ridgefield Visiting Nurse Association (RVNA) to sign up. They must do as soon after midnight to be included in that day's opportunities. A bit difficult, but another avenue.

**Old Business:**

**Elevator:** Eagle Elevator, our contractor, has advised that new alarms need to be installed in elevators and that is not part of the original contract. Mr. Liscio and Mr. Janerico will have to approve and additional \$16K for that purpose and it will take an additional week for installation. They are getting permits now. The elevators have been working M-W-F from 9-10 and 2-3 with few exceptions. They were down on

Wednesday and were unable to accommodate a resident. However, it was a trip for personal reasons and not a medical appointment.

Elevator planned to be fully operational within a week or so if schedule not interrupted by unscheduled issue.

**Marine Corp.:** Does have Liability Insurance but not Property. Ms. Hebert will contact attorney to follow.

**Other Services:** Signs in Process, no updates on Affordable Housing, Ms. Hebert will check on robo calls for residents; Spring: Walkways at Ballard Green on schedule and Carriage Barn windows.

**New Business:**

**None at this time.**

**Public Session:**

**Coco Barron** – A thank you to Board. How many years has Doug been working at RHA? – Mr. Coyle replied several decades but will give more exact answer at next meeting if not propriety information. Suggested he have help. Neither Doug, nor his present workload indicate this. When there is some special need, contractors are hired, but will not take action on this now. Building A needs repairs – Work orders should be submitted. Coin operated laundry – too expensive to make this change now. Conflict of Interest if Meadows resident pursues TC position – No, it's an RHA property and not a conflict.

**Susan Proctor** – Was told months ago, because of COVID, only emergency repairs would be considered. Has that changed? If you require something, call office and make work order. Urgency will be determined. When were TC packets mailed out? Last Thursday/Friday.

**Krisann Benson** – Not available at end of meeting.

**Nancy Higgins** – Thank You. If I notice something around my unit, how would you like me to handle? Again, contact office, explain situation, and priority will be determined.

**Don Gardner**- Thinking about Doug and his exposure to COVID. Can anything be done to put him in the first category so his exposure is diminished. Good suggestion, he may qualify in next phase. Not sure we can do anything but will ask. Need attention in laundry room. Dryers are making noise and recently a washer overflowed.

**Marshall Ballou** - Sent work order 9/20/20 for cabinet work; sent pics of moldy roof; sent pics of landscaping issues to Carmen 11/15/20 on dates designated. None of these items have been acknowledged or has action been taken. Mr. Coyle asked that she send the office a listing of her issues, and have them forward to him for review and action.

**Barbara Beaulieu** – Want to bring your attention to the new electrical boxes recently installed. Mr. Coyle will look into this to ensure all handled properly. Snow sticks have not been installed to keep parked cars and plows from destroying curbs. They have been placed and perhaps lost in snow. Many residents having problems with cell phone service. Ms. Hebert answered that with so many folks working from home and zooming, etc., the coverage has been depleted. Wanted to bring attention to the fact that functional fire extinguishers need to be in each unit at all time. Office will take this.

**Rachel Werner** – Anxious to pursue TC position. Notified that packets should be received at home soon and meeting concerning this will be held next Monday. She was encouraged to attend. Snow in Meadows parking lot a big issue, with icing at Building 9, and Doug works very hard. Mr. Coyle will investigate.

The meeting was adjourned by Mr. Coyle at 8:25PM

Minutes Respectfully Submitted by Secretary Patricia Harney