

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, March 17, 2021 at 7:00PM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

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

Konover Management: Michelle Palmer

Residents: John Burke, Ellen Belzer, Sandra Bearden, Rachel Warner, Collette Kabasaklian, Coco Baron, Susan Proctor, Nancy Higgins, Don Gardner, Krisann Benson, Marshall Ballou, Barbara Beaulieu

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

A Motion to Approve Minutes as submitted from March 3, 2021 was made by Mr. Liscio and seconded by Mr. Janerico - all approved.

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

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Mr. Janerico – all approved.

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

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. One observation is that there are increases in total receivables which are up about 10% but over 90 days are drifting down. Concerns about the number of vacancies to 15. Hope new addition to staff will be able to turn that around. Also, State funds have become available to residents when they go into arrears due to Covid (contact office for assistance), there is a 15% cost to RHA for this funding. Something to consider.

Management Report: Mr. Coyle took over for Ms. Robinson, who wasn't available for the meeting. The biggest issue at this time is the vacancies (15) at three of the RHA locations and the delinquencies therein. While this can be explained by COVID and severe loss of manpower in the office, a new APM was offered the open position, and we are hopeful she will accept and join the staff on April 5. With the new addition trained and on board, the vacancies and delinquencies should be diminished.

Ms. Palmer stated that she, Tony and Karen had been working to get all residents vaccinated. Almost all Prospect Ridge residents have been vaccinated and most of Ballard Green residents. Ms. Palmer also stated that they are working to resume the re-opening of the community rooms at the above locations. While nothing has been determined as yet, this is foremost on their calendar. She will also begin splitting her time between Congregate and Ballard Green again. Ms. Hebert asked about the map status for the Emergency Plan and Ms. Palmer stated that is a work in progress and she needs additional information before that can be considered complete. Ms. Hebert also asked about rent assistance opportunities. Ms. Palmer stated that Ms. Robinson gives each resident the needed information to pursue all offerings for rent assistance independently.

Old Business:

Elevator: Fully functional and operational.

Marine Corp.: Ms. Hebert will follow on lease.

Other Services: Signs in Process, no updates on Affordable Housing, Ms. Hebert will check on robo calls for residents – actually looks good for residents and price is reasonable; Prospect cameras on hold for now.

Electrical box cannot be moved – too late. Spring: Walkways at Ballard Green on schedule eye to roof mildew and Carriage Barn windows.

Public Session for TC Commissioner: All residents attending were asked to comment on TC status. This agenda item was necessary because there were no nominations by the due date. There was only one nomination at the time of the meeting. Resident reaction and thought were requested:

John Burke – wanted to nominate himself, which is allowable. Ms. Harney will send him necessary paperwork after meeting tonight.

Susan Proctor - Support giving more time before the election.

Ellen Belzer – no comments.

Nancy Higgins – no comments.

Coco Barron – Young person that can walk around the properties, see what needs to be done and represent residents to the Board. A strong individual that would push for the residents.

Sandra Bearden – no response when called.

Krisann Benson- More time needed – confusing start.

Don Gardner – no comment.

Rachel Warner – Lived here 14 years; 25 years old; really want this position.

Collette Kabasaklian – new, first meeting attended.

Barbara Beaulieu – Move to Spring.

Ms. Hebert commented that she would like this to happen in the next week or two and that she knows there are many residents who would do an excellent job but perhaps don't have the confidence to run. Remaining Board Members agreed that sooner would be desirable. It was decided to move ahead with this as quickly as possible within state rules.

New Business:

Pavilion furniture being handled by Mr. Liscio. Board & resident reaction will be sought.

Public Session:

John Burke – No comment other than he puts his recerts on flash drive and just updates that each year and office uses and returns drive. Simple process for him.

Susan Proctor – Supports Mr. Liscio with furniture. Excited about job offer for APM and thanks to Pat for TC election.

Ellen Belzer- No comment.

Nancy Higgins – No comments

Coco Barron – Listed many items including paint, wood decay and bees as being part of the issues with building A. Mr. Coyle stated that there will be a walkaround in the Spring. Hundreds of thousands of dollars have been spent keeping up on repairs of properties over the years.

Parking at Meadows a constant issue especially in snow. Need more parking spaces. Mr. Coyle said they will not add any parking stations at this time.

Congregate high rent due to having to pay for food. Mr. Coyle stated that this is how the State runs the program so no changes will be made at this time.

Wants Board to retire.

Sandra Bearden – no response when called.

Krisann Benson- No comment.

Don Gardner – No comment.

Rachel Warner – Parking lot issues at Meadows are a mess. Snow a real issue. No action ever taken to resolve. Mr. Coyle responded that a couple years ago much time and effort expended to alleviate snow issues. Notices were posted with rules asking for residents' cooperation. All rules were ignored by residents. Ms. Warner stated that she has put in numerous work orders and some are completed but she has to follow up on them all the time. Mr. Coyle stated that each month work orders and their completion are reported to the Board. He was under the impression that turnaround on work orders is consistently good. Ms. Warner stated that there is no communicating on what has been done and what needs to be done and if delayed, why. Mr. Coyle responded that the Board is here to serve residents – both present and future. Ms. Warner told of her frustration and dissatisfaction.

Collette Kabasaklian- Nothing at this time.

Barbara Beaulieu – Good meeting. Re-certs presently a problem. Barbara has 29 pages to fill out for her recert and pages are not even numbered. Previous recerts were done by Janet in the office and now we have manpower issues. Also telling all residents that medical expenses should be included on the recert by attaching copies of the payments. This is one of the things that can be deducted. Barbara asked that Frank focus on this and give answers prior to next meeting due to deadlines for filing. Mr. Coyle not aware of recert issues and will look into it.

Marshall Ballou- has done her recert and all forms/pages may not be necessary or not apply. Agree with Barbara Beaulieu about medical bills. Wants to point out that this project takes time for each resident and they need to be done on a timely basis. She recommends a letter from Ms. Robinson of the office to remind residents of due date and to prepare their papers and make appointment for assistance.

The meeting was adjourned by Mr. Coyle at 8:15PM

Minutes Respectfully Submitted by Secretary Patricia Harney