

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, April 7, 2021 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
Residents: Krisann Benson

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

A Motion to Approve Minutes from March 17, 2021 (as submitted) was made by Mr. Janerico and seconded by Ms. Hebert - all approved.

A Motion to Approve Financial Report – Made by Mr. Liscio, seconded by Ms. Hebert – all approved.

A Motion to Adjourn Meeting was made by Mr. Liscio and seconded by Mr. Janerico – all approved. Meeting adjourned at 9:05 AM.

Financial Report: Mr. Janerico reported the following:

This summary expenses with capital expenditures, debt repayment and additions to reserves.

The detailed chart of RHA units breaks out cap ex, debt repayment and payment into reserves.

RHA LP (YTD including Ballard Green, Congregate & General Affordable)

Revenue:	\$ 193k, \$ 4k over budget
Expenses:	\$ 222k, \$ 61k below budget (- Cap Ex, - Salaries, - Congregate Exp + Prior Year Exp.)
Cash flow:	\$ (29k), \$ 65k above budget
Cash balance:	\$ 241k, \$ 43k lower this month
Replacement reserve:	\$ 545k, \$ 21k higher this month (\$521k + \$24k)
Operating reserve:	\$ 369k, no change this month
Long term mortgages/loan	\$ 6.2m, \$ 2k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.3m CHFA, and \$0.4m FHLB)

Meadows (YTD)

Revenue:	\$ 51k, on budget
Expenses:	\$ 49k, \$ 4k over budget (+ Prior Year Exp, - Salaries)
Cash Flow:	\$ 2k, \$ 5k below budget
Cash balance:	\$ 98k, no change this month (replacement reserves broken out)
Replacement reserve:	\$ 196k, no change this month (new line item, broken out of cash)
Long term mortgages:	\$ 1.5m, \$ 5k lower this month
RHA funds infused to date	\$ 201k, no change this month

RHA

Cash balance:	\$ 650k, no change this month (also includes \$12.4k Comcast)
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Per Mr. Coyle, Audit closure – RHA had to infuse \$35K into the LP for distribution to owners and Boston partners. Vacancies remain high. There are 15 vacancies. New staff – Bob Williamson has started as the new Property Manager and Carol Holley as the new Assistant Property Manager. Lola Robinson will stay on for transition period.

Old Business:

Tenant Commissioner: Communication had been delivered to all residents concerning the upcoming event dates: Nominations can be received in the office by Tuesday, April 13. There will be a phone meeting on Tuesday, April 20 at 7PM, and Elections will be held with deadline of Tuesday, April 27.

Pavilion: A recent communication was sent by Ms. Palmer concerning choices for furniture. Mr. Liscio was not aware that this was being sent at the time and relayed that while he liked the suggestions very much, there needed to be additional options presented due to cost, delivery times and types of furniture offered. In view of this he has a resident committee of 3 joining him at Patio.Com locally to walk the showroom and discuss the options. The plan is to do this on Friday. Due to Covid, delivery times for furniture could take as much as up to 2 years, so that is a major consideration when choosing. Also suggested that buying a few items and adding over time so residents can use what is initially bought and make adjustments as time goes on, might be a consideration. An initial budget guesstimate might be \$6,500 which would routinely come out of Operating budget but there are other options that might be used. Polywood was a type of furniture that was highly lauded.

History of Ballard: Ms. Hebert is trying to find information about the history of Ballard Green. She has looked in the local library but is not finding much. It was suggested that Wendy Lionetti at Town Hall and Doug would be able to offer some light into this for upcoming signage and dedication of pavilion.

Marine Corp.: Ms. Hebert will ask Ms. Robinson for amount owing and present to attorney for payment.

Robo Calls: Ms. Hebert questioned whether this is an option as she plans to include in Emergency Plan if approved. Mr. Coyle said he received background and he indicated it could work. Implementation will have to wait till staffing is stabilized.

Cameras: Mr. Liscio wanted to ensure that cameras at Prospect and cameras at Pavilion are relevant to upcoming plans.

Congregate Awning: Still listed due to decision as to whether or not side protectors need to be added. Mr. Liscio walked the Congregate property immediately following the last snow and reported no icing or snow on the ramp to entrance, which was an excellent finding.

Office Phone Calls: Ms. Hebert stated it was necessary to bring this subject up again. Phone calls to office are not being answered. The improved staffing will have to improve in this area.

Congratulations: Mr. Liscio brought forward congratulations to Frank for his involvement and potential solution to the office staff situation. Mr. Coyle appreciated this and complimented Mr. Liscio on his creative interviewing questions.

New Business

Rent Increases: Mr. Coyle stated the criteria for rate increases to the Board which included the following: Any increases for Congregate and Ballard Green must be approved by the State and generally has not exceeded 2-3%. Most Congregate residents are subsidized and would not see an increase in out of pocket costs (medical expenses are considered). Approximately 50% of Ballard residents are subsidized and those would see little, if any, increase in out of pocket expense.

Meadows and General Affordable – same policy as for many years – will be raised to the allowable rent but no more than \$50/month. Will be discussing in more detail going forward. Not voting on this now, but wanted to start the process.

The meeting was adjourned by Mr. Coyle at 9:05AM

Minutes Respectfully Submitted by Recording Secretary, Patricia Harney