

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday October 21, 2020 at 7:00PM

Meeting held via Conference Call

Conference Call 351 999 3184 (no code needed)

Commissioners Present:, Vincent Liscio, Paul Janerico, Jan Hebert, Elaine Freistadt

Commissioner Absent: Frank Coyle

Konover Management Personnel: Lola Robinson

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

A Motion to Approve Minutes from October 7, 2020 was made by Ms. Hebert and seconded by Mr. Janerico— 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. Janerico and seconded by Ms. Hebert – 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 he forwarded his summary of the Financial Report to Mr. Coyle for review and approval prior to distribution since this is his early in his tenure, so he will hold off on making comments and notes will not be taken at this time. Summary will be distributed as soon as Mr. Coyle has approved. Ms. Hebert asked if the date of Audit had been designated. Ms. Robinson responded that she had gathered the materials necessary to send to Jason and after his review, Mr. Coyle will schedule a date. Mr. Janerico asked if there were any specific reasons that this was delayed and Ms. Robinson responded that it was a workload issue since she has been only working with temporary hires since her number 2 resigned last month.

Management Report

Ms. Robinson verbally documented the vacancies at each of our locations and what she has done to attempt to fill each. Suggestions were made about other possible sources she can use to locate suitable tenants. She spoke of APM position and how difficult it has been to locate a suitable candidate. She did, however, speak of the newest temp in the office very highly and distributed her resume. Cameras, Congregate Elevator, and some plantings have been deferred to 2021. There were questions about COVID and how that was affecting people/projects? Litigation still on hold till end of year and some painting deferred till 2021. Power Washing will begin on Thursday, 10/22 which will include windows. There will be a meeting to discuss emergency procedures on Monday of next week which will not only include each location, but specific apartments located therein. Day Security Guard eating at desk. No longer a wooden piece hiding desktop. Should he eat in dining room? Will be addressed. Snow removal contract had three bidders. A choice was made to go with New England, however, Mr. Liscio had questions concerning what each had offered so the appropriate decision can be made.

Tenant Commissioner Report

Due to regulations regarding COVID, Ms. Freistadt did not conduct any meetings during this period. Details of an election is being planned and all will be notified as soon as details are finalized and dates established. Mr. Liscio complimented Ms. Freistadt for the fine job she has done in supporting the Board and residents. She will be missed.

Old Business

MoW – New lease has been completed which includes additional costs for insurance and refuse removal, etc.

Awning – Lettering styles have been given to BOD for choosing. Also, plastic covering has been measured and awaiting cost for same.

Chairlift – Assembled and Mr. Liscio, Mr. Coyle, Ms. Freistadt, and Doug will conduct test.

Pavilion – waiting for additional materials to be delivered so work can be completed.

Past Due Invoices – Office Manager has gathered and will meet with BOD for direction.

Walkaround – Will take place shortly . . . not date decided as yet.

Emergency Planning - Ms. Hebert has a meeting schedule for Monday.

Community Room – Hopeful this can be opened in November. Using State guidelines to make decision.

Tenant Election – Should commence during the month of November. Details to be distributed shortly.

New Business

Prospect Ridge Laundry – New contract being reviewed. There were questions and Ms. Hebert recommended this be put on hold till 2021.

Public Session

Marshall Bellow – Thanks to Elaine for her service. Guard no longer has wooden blockage at desk. Perhaps Doug can help do something with that. Rentals Ms. Bellow waited 4-1/2 years to transfer to Ballard from Congregate. That was her only options presented to her when she was on wait list that perhaps a future transfer could be done. Pavilion is gorgeous. Will you have any benches around it (A. Yes and residents will have involvement in picking them out), will there be a Press Release (A. Yes, but not right now) and, do we plan to have Dedication (A. Yes, it will probably be dedicated to Ridgefield Thrift Shop.)

Barbara Beaulieu – Will there be a ceiling inside the Pavilion so the birds don't nest (A. No, not unless there is a need). Expenditures: of water line replacement – is that covered under insurance. Also, the invoices that are outstanding. (A. working on this. It was for snow removal and quite excessive (6 figures) and Ms. Robinson is gathering invoices and BOD will check out.

Sharon Procter – Bad telephone connection and decided to pass.

Donald Gardner – Pump house should have been documented (Safe Dig) so this accident did not happen. NB it feeds the school but the on/off button is in the first building. Do we have access to that? Mr. Gardner "introduced" Doug to those on the phone that did not know him and highly complimented his performance. Also suggested residents should say a thank you when they see him. Mow going well. He and Marie like the activity. Asked about Power Washing and Window Washing notifications. Both happening later this week.

Nancy Higgins – Thanks to all for their services.

Meeting Adjourned at 8:30PM

Minutes Respectfully Submitted by Secretary Patricia Harney