

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, August 25, 2021 at 7:00PM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Paul Janerico, Vincent Liscio, Jan Hebert, John Burke
Konover Present: Bob Williamson, Cindy Price, Michelle Palmer
Attendees: Debra Franceschini, Nancy Higgins, Krisann Benson, Helen Hung, Susan Proctor, Cocoa Barone, Don Gardner, Marshall Ballou, Isette Brenda, Barbara Beaulieu

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

A Motion to Approve Minutes from July 7, 2021, as submitted, was made by Mr. Burke and seconded by Mr. Liscio - all approved.

A Motion to Approve Minutes from July 14, 2021, as submitted, was made by Mr. Janerico and seconded by Mr. Liscio - all approved.

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Mr. Liscio, all approved except for Mr. Burke who was opposed.

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

A Motion to Approve Resident Manager Report was made by Mr. Janerico and seconded by Mr. Liscio, all approved.

A Motion to Approve ERAP Proposal was made by Ms. Hebert and seconded by Mr. Burke, all approved.

A Motion to Adjourn was made by Mr. Liscio and seconded by Mr. Burke - all approved.

Mr. Coyle welcomed our new Assistant Office Manager, Cynthia Price. Cindy comes with a vast amount of office/administrative experience but little Property Management expertise. Mr. Coyle confident she will excel at Property Management very quickly.

Management Report

Property Update/Delinquency — Over 90 day receivable, delinquencies are down slightly for Ballard and General Affordable and up for Congregate and Meadows. All residents with delinquencies have been served notice of current balance due along with UniteCT information. UniteCT has increased the maximum relief to \$15,000 and removed the condition that Landlord's must forgive 15% of the delinquency. The implementation of this program has been slow but seems to be picking up the pace with the distribution of funds as we are now beginning to receive payments (two payments received and one more approved for payment). **Annual Recertifications** — All recertifications are complete however three files are under review at the request of the residents. **Vacant Units (10)** — 5 vacant in Congregate with applications for each. 5 vacant in General Affordable. **Congregate Guard Service:** The guard service provider has increased their hourly rates so RFPs went to two other providers. One quote received was close to the increase rate of the existing supplier.

Several questions by Board ensued concerning above such as explanation of vacancies; major obstacle in filing vacancies; recertifications and the change in process to complete earlier and without error; delinquencies to ensure they have been properly notated and if issue, resident notified immediately to rectify. Discussion on proposed new laundry items for Congregate took place. Further information/negotiation is being taken care of by Bob.

Resident Service Coordinator Report: — All Community Areas are open but while weather is nice, activities are being held outside. Kof C BBQ on Saturday in Pavilion. Tables have arrived and have been installed. A couple surveys have been distributed to residents at Ballard and residents have been asked to fill out and return to office. Comcast coming to Ballard on September 8th with an offer for residents. Flyer will be distributed prior to that date. Request was made that number of residents that attend concerts be given to office so cupcakes can be provided.

Financial Report — July statement received, reviewed and sent to Board on 8/23. We are moving in a positive direction. A closer look on reports will be made to ensure completeness and accuracy. In order to get a better handle on vacancies, \$100K cash relief has been approved and is being processed. Ms. Hebert noted that Ridgefield was awarded monies for COVID relief and suggested that a letter be written to Rudy requesting RHA consideration of some funds. Mr. Coyle and Mr. Janerico will do.

Resident Commissioner Report - \$50 credit on Broadband; rebate being assessed; Comcast may renegotiate contracts. Comcast will be on Ballard site on September 8th.

ERAP Funding at Ballard Green: *"Upon turnover of a unit involving a participant in ERAP, assistance will be provided to another eligible resident (new participant) with the greatest financial."* . Board voted on criteria and financial need was chosen.

Process for Resident Complaints: If resident has complaint and makes that complaint in writing, it will be reviewed by upper management at Konover (not in RHA's management line). The RHA Board would then review and make a decision. Board will continue to discuss and make a decision on this item. Mr. Coyle will ascertain if there are other options.

Old Business

Backup Doug: He has a heavy maintenance schedule and backup/on call is extra. He will continue to handle schedule but consideration is being given to hiring an on-call/part time handyman and if that works out, perhaps continuing. Mr. Williamson is handling.

Ballard Green Walkways: This is the first on our list of important projects. There are several components to this and more than one vendor may need to be involved. Mr. Williamson has one bid but is working on other bids depending upon how work is allocated. **Carriage Barn Windows:** Working with Ridgefield Supply to locate appropriate vendors (Mr. Williamson). **Pictures for Emergency Plan:** Waiting for Kim P. to supply to complete project. **Alternative HS Lease:** Paying for their share of property insurance and doing some major repairs both outside and inside the building. **Community Rooms:** will be open on weekends. **Phone Log for Office Requests:** Greg at Konover is involved with this. Working on suggested solution. **Pavilion Sign (on-hold)** – Ms. Hebert found vendor to do sign for less than half vendor recommended by Konover. **Cameras-** important, but need to handle other items first.

New Business

Laundry Rooms – Prospect Ridge and "A" Wing- It is time to upgrade with new machines so negotiations are in process. **MOW Requested Generator-** Would like to position close to parking area. This generated lots of comments and opinions. This situation will require investigation on generators, how to muffle sounds and prevent exhaust. More to come.

Public Session

Many routine items can easily be handled by creating a work order through the office, Doug is on top of these and waiting is minimal, Of course, if that doesn't work for some reason, this is another forum to use, but Work Orders first!!

Susan Proctor relayed story of "missing" rent check and asked if procedures in place not to have that happen anymore. Yes. . **Cocoa Barone** – Many items at 51 Prospect Ridge either broken or missing fixtures. **Don Gardner** – Maybe MOW generator can be placed in basement area? When windows in Carriage House are being replaced, he'd prefer to keep the one he has in his bedroom. Please let him know when updates planned. **Marshall Ballou** - Entrance to Ballard Green dangerous. Can we put on agenda for future meeting to discuss? Yes. MOW generator very upsetting news. **Nancy Higgins** – Doesn't like generator notification. **Krisann Benson** – Unhappy about generator proposal. Would get hit from both sides of the B&C buildings. **Isette Brendza** – Doug, Bob, Michelle did great job helping her with bathroom flood, Thank you all so much, Noise barrier issues have come up. There is generator noise, vibrations from CVS activities late at night and Eversource problems. Please help. **Barbara Beaulieu** – MOW did not do what they said they would with electrical box. Doesn't trust generator situation and it needs much more discussion.

The meeting was adjourned by Mr. Coyle at: 8:45PM

Minutes Respectfully Submitted by Recording Secretary Patricia Harney