

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, September 1, 2021 at 8:00AM**  
**Meeting held via Conference Call**  
**Conference Call 351 999 3184 (no code needed)**

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**Commissioners Present:** Frank Coyle, Paul Janerico, Vincent Liscio, Jan Hebert, John Burke  
**Attendees:** Nancy Higgins, Krisann Benson, Deborah Francesechini  
**Konover:** None

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

**A Motion to Approve Minutes** from August 25, 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 Adjourn** was made by Ms. Hebert and seconded by Mr. Burke – all approved

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**Financial Report:** No new statement since last meeting. Received operating infusion from Boston Financial in the amount of \$100K. Number of delinquencies have been monitored and working with residents. Difficult to ascertain how old they really are over 90 days. . .need more transparency. Ms. Hebert spoke to about 4 residents at BBQ last Saturday and they were concerned about potential errors regarding delinquencies. Mr. Coyle stated that every situation of this type will be individually vetted in the office with the resident involved. A process to track issues will be developed and put into place by the next meeting on 9/22. Mr. Liscio suggested a list be developed to note how many residents were in question and the stage their case was in so action items could be tracked.

**Process for Resident Complaints:** Board is responsible for Oversight and Policy. Documentation is very important!! The process:

1. Complaint commences in Konover Office. If situation not resolved;
2. Konover higher level management will review and make ruling; If situation still not resolved;
3. Will go to full Board in either Executive or Public Session to resolve – Resident will make that decision.

Tina Smith submitted “complaint form” to be considered.

**MoW** – Mr. Coyle spoke with MoW about their request for a generator and how that request was accepted by residents and the board. MoW will look into and consider other alternatives and they will be discussed at next meeting.

**OLD BUSINESS:**

**Ballard Walkways** –Evaluation underway on walkways and Carriage Barn windows.

**Security Proposals** – Urgency to look at extension of proposal by existing client.

**Emergency Plan** – Still waiting on maps to include in plan. Mr. Coyle believes the plan should be reviewed by legal before going any further. Ms. Hebert will send him the latest plan for that review.

**Alternative HS Lease** – Expired on 8/31. Mr. Liscio will sign for Mr. Coyle in his absence. Ms. Hebert will ensure Konover sends out bill for insurance.

**ERAP at Ballard Green** – Resolution prepared; Board Members please stop by Konover Office to sign.

**Ballard Green Cameras** – Problems have been corrected and completely operational again.

**Backup for Doug-** met with one individual and pricing was too high. Mr. Liscio suggested a few ideas to Mr. Williamson about securing backup which might not be as expensive. Konover will try these going forward.

**NEW BUSINESS:**

**Ballard Green Entrance** – Several suggestions about sidewalks, crosswalks, etc. Will keep this as a focus item and seek alternatives.

**KofC** – Ms. Hebert will write a thank you note to KofC for the recent BBQ held on Ballard Green property on behalf of the Board and its residents.

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

Minutes Respectfully Submitted by Recording Secretary Patricia Harney