

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, September 22, 2021 at 7:00PM**  
**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  
**Konover Present:** Bob Williamson, Cindy Price **Not Present:** Michelle Palmer  
**Attendees:** Debra Franceschini, Nancy Higgins, Krisann Benson, Susan Proctor, Cocoa Barone, Marshall Ballou, Barbara Beaulieu, Ellen Belzer

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

**A Motion to Approve Minutes** from September 1, 2021, as submitted, was made by Mr. Liscio and seconded by Mr. Janerico - all approved.

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

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

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

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

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**Management Report**

**Delinquency** — Delinquencies are up July over August. Our delinquency notices went out on the 23<sup>rd</sup> and 24<sup>th</sup> of August and as a result some delinquencies were received shortly thereafter — many into September. In addition, UniteCT continues to make payments for the residents. There are 33 resident applications to UniteCT and so far we have received \$33,869 in payments — 57% of this was received and posted in September.

**Annual Recertifications** — All recertifications are complete however two files are under review at the request of the residents.  
**Vacant Units (10)** —

We have 4 vacant in Congregate with applications for each. 1 Make Ready complete and 3 in various stages of progress.

We have 5 vacant in General Affordable. There is an approved applicant for one unit, applications in progress for the other 3.

There is one vacancy in Ballard with an approved applicant.

There are no vacancies in Meadows

**Capital Projects** — Still working to gather quotes for the Ballard walkways and CB windows. Most contractors have a backlog of projects rescheduled from last year's industry shutdown so only a few are responding.

**Maintenance Help** - initial individual didn't work out. Another candidate, with extensive experience, will interview on Friday.

Mr. Liscio questioned why we only contacted 3 people at a time for the open units. Mr. Coyle requested Mr. Williamson double that number, or at least do 5 at a time in order to speed up process. Ms. Hebert questioned whether we had created a process for delinquencies and a process has been developed and is being used now per Mr. Janerico. Mr. Burke questioned two vacant units. One was just occupied on 9/1 so it didn't hit the report as yet and the other was in probate and wouldn't be available for us for months. Mr. Coyle wants to understand this situation.

**Financial Report** –

August 2021 RHA Financial Results

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

|                          |  |
|--------------------------|--|
| Revenue:                 | \$ 717k, \$ 64k under budget (- Vacancy)   |
| Expenses:                | \$ 970k, \$ 74k above budget (+ Congregate - Cap Ex)   |
| Cash flow:               | \$(253k), \$ 138k below budget   |
| Cash balance:            | \$ 232k, \$ 187k higher this month (\$100k operating reserve funding)                                |
| Replacement reserve:     | \$ 619k, \$ 12k higher this month (\$521k + \$98k)   |
| Operating reserve:       | \$ 269k, \$ 100k lower this month (\$100k approved operating cash funding)                           |
| 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:      | \$ 206k, on budget                |
| Expenses:     | \$ 196k, \$ 1k higher than budget |
| Cash Flow:    | \$ 10k, \$ 1k lower than budget   |
| Cash balance: | \$ 100k, 3k lower this month      |

Replacement reserve: \$ 212k, 6k higher this month  
Long term mortgages: \$ 1.5m, \$ 5k lower this month  
RHA funds infused to date \$ 201k, no change this month

#### **RHA**

Cash balance: \$ 615k, no change this month (also includes \$12.4k Comcast)

Mr. Janerico had a meeting today with Mr. Williamson and Ms. Price re collections and the process developed to track. Ms. Price had created a spreadsheet, but Mr. Janerico requested she make additions to it for clarity. Still work to be done with this, but office is handling each case, one by one, to ensure accuracy and completeness with backup being gathered and saved.

**Resident Commissioner Report** – Mr. Burke reported that Comcast did come to Ballard Green on September 8<sup>th</sup> to offer residents discounted services called Internet Essentials for \$20 per month. This is for new customers only. However, if you are a present customer, call Comcast, connect with the Loyalty Department and request a decrease on your current billing. Adjustments will be made. Mr. Coyle thanked Mr. Burke for facilitating this and asked that he prepare a note for residents outlining the new Comcast opportunities.

**Old Business**- Working on bids for Ballard Walkway and Carriage House windows but hit a snag in that most contractors are trying to catch up with work from last year (pandemic holds) and may not take any clients till next spring. However, these two items remain our priority. We will begin taking on additional old business items as soon as the office has brought vacancies and delinquencies up to date. Ms. Hebert sent a copy of the Emergency Plan to Mr. Coyle for legal review and we now have a “Resident Complaint Form”. The first step is to bring any complaints to the office to try to resolve a complaint. If it cannot be resolved, the office will give the resident a Resident Complaint Form which they will complete and attach any pertinent documentation. This will be forwarded to the Konover Management Office for them to assess & make a judgement.. Should that not work to the resident’s satisfaction, the resident can bring their complaint to the Board either in Public or Private Executive Session – their choice.

**New Business** – There have been difficulties with local teens concerning the Pavilion and its furnishings. Ms. Hebert spoke with the Chief of Police and this suggestion was made. Put simple sign on Pavilion “For Residents Only”. Have camera focused on Pavilion and if there is any disturbance, alert office of day and time of problem, and office will find in system and forward to police. The police will identify troublemakers. If the office is closed a resident has the right to report trespassers to the police.

#### **Public Session**

**Nancy Higgins** – Very concerned about the kids and their actions. **Krisann Benson** – Really enjoy Pavilion – Sliders a favorite. **Cocoa Barone** – Many items at 51 Prospect Ridge either broken or decaying. Fire escapes rotting, metal hand railings get so hot in summer you can’t even touch them which is dangerous for seniors. Also, overgrowth near bannisters and no weeding being done so poison ivy a factor. No flowers. There are several windows kept open all year round for what reason? Office is aware of water issues. Why doesn’t Michelle give calendars and updates on activities to 51 Prospect? **Susan Proctor** – Asked Mr. Coyle to explain 3 minute rule for Public questions. **Ellen Belzer** – Thanks all.

The meeting was adjourned by Mr. Coyle at: 8:00PM

Minutes Respectfully Submitted by Recording Secretary Patricia Harney