

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, November 17, 2021 at 7:00PM
Meeting held at Ballard Green

Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert, John Burke
Konover Present: Bob Williamson, Cindy Price, Michelle Palmer
Attendees: Coco Barone, Debra Franceschini

The meeting was called to order by Mr. Coyle at 7:05PM

A Motion to Approve Minutes from Special Meeting on November 2, 2021, as submitted, was made by Mr. Janerico and seconded by Mr. Liscio - all approved.

A Motion to Approve Minutes from November 3, 2021, as submitted, was made by Mr. Liscio and seconded by Mr. Janerico - all approved.

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

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 Ms. Hebert, all approved.

A Motion to Adjourn was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

Management Report

Delinquency – Delinquencies are up on two properties but down significantly on Meadows and down overall. Delinquency notices continue to be sent out monthly. Unite CT cases are moving forward with currently \$62,100 in payments to date.

Vacant Units (7)

Two vacant in Congregate with applications for each which are in process. Make readies to be completed by 12/1.

Capital Projects – All projects deferred until Spring.

Maintenance Backup – Eric from St. Paul's is covering calls for Doug when he is not available. Mr. Liscio questioned whether the office was speaking to all residents in arrears and Mr. Williamson responded "yes".

Ms. Palmer reported activities are being planned but residents are not too interested at this time. She is trying to set up Covid Booster Clinics for residents. Will update as warranted. Residents can come and go in the Community Rooms and Laundry Rooms. The wearing of masks by those vaccinated is not required. Noted that there was a meeting of Konover employees in the Ballard Green Community Room (20) which concerned some residents. Konover's position is that all their employees must be completely vaccinated and the room was completely vaporized after the meeting ended to make safe for any persons using later. Rides for Ridgefield is available for doctor appoints and the like with proof of vaccine. A robo call system will be evaluated.

Resident Commissioner Report

Mr. Burke highlighted four points: 1. Working with Mr. Williamson on delinquency issues in 2020; 2. Congregate Food Services complaints. Will go out to bid in several months. Present service working month to month. 3. Heat Subsidy - residents should call Department of Social Services and apply. 4. Emergency Broadband Benefit Program (EBB) is available. He asks that points 3 and 4 be posted in the office areas for tenants to see. Ms. Hebert questioned tablets. 30 tablets have been given to residents that requested, however, if you have a tablet you can't have \$50 credit. . it is one or the other or cell phone. Mr. Burke will also check the feasibility of WiFi at Congregate and its costs.

Financial Report – Just received summary and looked at it. Meadows is fine now but will have some issues next year.

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 October YTD (Ballard Green, Congregate & General Affordable)

Revenue:	\$ 911k,	\$ 73k under budget (- Vacancy)
Expenses:	\$ 1,172k,	\$ 102k above budget (+ Congregate - Cap Ex)
Cash flow:	\$(260k),	\$ 176k below budget
Cash balance:	\$ 138k,	\$ 41k higher this month
Replacement reserve:	\$ 658k,	\$ 3k lower this month (\$521k + \$122k + 7k + 8k)
Operating reserve:	\$ 269k,	no change this month
Long term mortgages/loan	\$ 6.2m,	\$ 8k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.3m CHFA, and \$0.4m FHLB)

Meadows (YTD)

Revenue:	\$ 258k,	on budget
Expenses:	\$ 249k, \$	3k lower than budget
Cash Flow:	\$ 9k, \$	3k higher than budget
Cash balance:	\$ 119k, \$	10k higher this month
Replacement reserve:	\$ 221k, \$	2k 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

Just to reiterate – Capital Projects for next year: Ballard Green Walkways and Carriage Barn Windows. Mr. Liscio questioned finance charges; Mr. Janerico told him he would *have Mr. Williamson* check on this but didn't believe they were a problem.

Old Business- Emergency Plan still in process. Laundry Room Credit Card Access is in process. Mr. Coyle will look over contract.. Mr. Coyle did give an explanation of RHA's involvement with the town feasibility study at Prospect Ridge. *RHA is currently providing project input based on previous project experiences.*

New Business

RHA Meetings. Discussion was held concerning the advisability of going back to all in person meetings. It was decided that it would be safer to continue with telephone meetings for first quarter of 2022.

MOW Generator – Should be installed within the next 2-3 weeks.

Public Session

Coco Barone –Never sees agenda early enough. Suggests they be put over mailboxes early enough so residents are aware. Rather in person meetings because she paid \$10 for the conference call. Eric, the new backup for Doug, came to her home to update her CO unit or smoke detector. Discussion on where the CO units are (in hallway). Mr. Williamson will check on exactly where the units are supposed to be and ensure Coco has both her units in working order. Blinds in her bedroom were taken down to be replaced and haven't been yet. They have been ordered but are part of supply chain issues we are experiencing.

Debra Franceschini – wanted verification of where units (CO and Smoke) are placed. Mr. Williamson to verify.

The meeting was adjourned by Mr. Coyle at: 8:15PM

Minutes Respectfully Submitted by Recording Secretary Patricia Harney