

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, December 15, 2021 at 7:00PM**  
**Meeting held on Conference Call**

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**Commissioners Present:** Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert, John Burke

**Konover Present:** Bob Williamson, Cindy Price, Michelle Palmer

**Attendees:** Debra Franceschini, Nancy Higgins, Marshall Ballou, Isette Brendza, Ellen Belzer, Barbara Beaulieu, Coco Barron

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

**A Motion to Approve Minutes** from December 1, 2021, with correction\*, 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. 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**

Property Update Delinquency — Delinquencies down overall. Delinquency notices continue to be sent out monthly— 31 notices sent in November and 24 in December. UniteCT cases are flat at \$62,100 total to date.

Vacant Units Down —3

Capital Projects — All projects deferred until spring.

Points and comments concerning above statements: Eric from St. Paul's backing up Doug and vice versa. Working well.

Incomplete work orders due to supply chain delays. Mr. Coyle and Mr. Janerico to see any write-offs before processing. Mr. Liscio congratulated Mr. Williamson on the lower numbers of vacant units and started a discussion about wait lists and the need to build up some. To be discussed more. Mr. Coyle mentioned that there is a strong demand for affordable housing units in the area per other housing authorities.

Ms. Palmer believes resident participation is improving with social distancing criteria being observed. KofC Food Boxes and MoW had good participation for Thanksgiving Day offerings. She is working on Robo Calls becoming effective in the very near future. Mr. Liscio asked if calls could be identified to residents and yes, there is certainly a way to designate call coming from RHA. She will give a solid date shortly for installation. Ms. Hebert questioned if thank you notes were sent to all folks donating to RHA. Mr. Burke asked if emails could be sent to residents when goodies are left at office and Ms. Palmer happy to do so.

Financial Report – Just received summary today and needs time to review. Mr. Janerico indicated that Konover has made payment for the deferred developers fee in November of \$31,764 . Mr. Liscio stated he is grateful for the expertise and abilities of Mr. Janerico and Mr. Coyle to handle these financial matters so adeptly.

**Resident Commissioner Report**

Concern was raised about several seemingly unoccupied apartments that still pay rent. There is need for us to utilize them. To be assessed. Mr. Burke asked residents to join him in the community room on Saturday Dec 18, 2021 for the Ballard Green holiday meal provided by Volunteers Open Worlds. He raised the possibility of having local restaurants bid on the Congregate meals RFP.

**Old Business**

Laundry Update – Mr. Williamson working the contract for new machines. Due to supply chain issues, there may be a delay of months for installation after contract signing.

**New Business**

None

**Public Session**

**Coco Barone** – Expressed her displeasure with the RHA chair. She wants a new management company just for Prospect Ridge.

**Nancy Higgins** – Thanks for all the efforts made on behalf of residents and in view of this stressful time, patience should be given to all in their dealings with one another.

**Marshall Ballou** -Wants meeting notices. Mr. Burke will send email the schedule to Ms. Ballou and the new Robocall system will be able to advise residents when meetings are scheduled. RHA Web Site out of date – Mr. Coyle will address.

**Isette Brendza** – Thank you and Merry Christmas and Happy New Year to all.

**Ellen Belzer** – Thank you and Happy Holidays. Looking forward to getting back to in person meetings.

**Debra Franceschini** – Various questions on subsidies and rents. Are any of the not completed Work Orders impacting the lives of any residents. No, anything directly concerning the health and safety of residents are handled immediately. The uncompleted work orders are for less important issues. Asked about regular heating system issues at Ballard. The board will re-assess the situation.

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

Minutes Respectfully Submitted by Recording Secretary Patricia Harney