

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, January 5, 2022 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: Debra Franceschini**

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

**A Motion to Approve Minutes** from December 15, 2021, was made by Ms. Hebert and seconded by Mr. Janerico – all approved.

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

**A Vote to go into Executive Session** was made by Ms. Hebert and seconded by Mr. Burke – All approved

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

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**Financial Report** – Met with Bob & Frank to review & approve \$7k in write-offs. They will now be sent to a collection company. UniteCT funds should cover most of the remaining late payments. Ms. Hebert asked if the process to work with residents that are behind is now in place. Yes, there is a monthly follow-up process. Two situations remain in dispute.

### **Old Business**

**Ballard Walkways and Carriage Barn Windows**- Should go out for bids shortly.

**Pavilion Sign** - Mr. Liscio asked about pictures and their availability. Ms. Hebert stated she researched this at almost every location she could think of and there are very few pictures of an old Ballard Green or the Ballard family property.

### **New Business** –

**Freedom of Information Act** – RHA needs to formalize a charging policy for doing research and providing requestors with information. Most requests do not take much time so there is no point in charging. For some bigger requests, charging would be appropriate per FOIA regulations.

**Thrift Shop**- A discussion on applying for a Thrift Shop donation was discussed. Carpeting for the Office/Community Room area at Ballard Green, an air purifier, Wi-Fi, & free laundry equipment at Prospect Ridge were considered. Consensus was to proceed with the carpeting unless something develops on the Wi-Fi.

**Holiday Gifts to Residents**- Paul & Frank will work with Michelle to deliver them. Mugs & gift cards are at Ballard Green.

**Vote to go into Executive Session (Contractual and Legal Discussion) by Board Members.**

**Exited executive session Voted adjourn at 9:55 AM.**

Minutes Respectfully Submitted by Recording Secretary Patricia Harney