

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, February 16, 2022 at 7:00PM
Meeting held on Conference Call

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

Konover Present: Bob Williamson

Attendees: Nancy Higgins, Marshall Ballou, Barbara Beaulieu, Coco Barron, Susan Proctor, Carla Beeney, Isette Brendza

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

A Motion to Approve Minutes from February 2, 2022, as written, was made by Mr. Janerico and seconded by Ms. Hebert - all approved.

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

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

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

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

Announcement – Mr. Liscio called meeting to order at 7:00PM as new Chair for RHA and made that announcement to all present at the meeting. He also stated that Mr. Coyle would assume position of Vice Chair and then eloquently praised Mr. Coyle for everything he has done to protect RHA and tenant interests over the period of his tenure and most especially the last two difficult and challenging years.

Management Report

Property Update Delinquencies are down slightly overall. Delinquency notices continue to be sent out monthly — 16 sent out in January (24 in December). UniteCT payments have slowed considerably with \$63,648 total to date. Delinquency notices now detail a breakdown of the total amount due (Item #6 of the Rolling Action Item List).

Annual Recertifications — The DOH recertifications have begun. We are planning a meeting for March 2nd to educate residents on the recertification process. General and Meadows are processed through recertification at the anniversary dates with 0 outstanding for the month.

Vacant Units (Reporting Current) —

Two (2) vacant in General Affordable — applicants in process

There are currently no vacancies in Meadows, Ballard or Congregate.

Upcoming vacant: 0

Marketing -

Marketing Plan in accordance with the Affirmative Fair Housing Marketing Plan to be completed on 25-Feb. Properties have been posted on CTHousingSearch.org as recommended by DOH.

Meeting with Resident Commissioner —

Follow-up meeting held on 07-Feb and remaining resident issues closed

A follow-up meeting will be requested for early March depending on availability of attendees

Capital Projects — RFP for Carriage Barn windows and Ballard walkway to be completed on 08-Mar.

Board questions ensued for Mr. Williamson concerning who owed delinquencies and how much UniteCT would handle; Frozen pipe situation and how to be proactive going forward; Mr. Liscio suggested power company might be able to suggest a solution. It will be investigated. Work Orders and delays with them were also discussed. Supply chain issues opening up a bit and no tenant's health and safety an issue. What if UniteCT doesn't pay the delinquencies that were submitted to them. . . need to find alternative. New part-time assistant in office working out nicely in first week. Mr. Liscio asked that the Work Order Process be elaborated for the residents on call. All are called into office 24/7 and depending upon urgency, are handled in priority order. Office staff logs in request, orders what's necessary and gets to Doug who handles and updates office log. Michelle Palmer has initiated process for Robo Calls by getting vendor as approved. All should take place within a couple weeks. She is also working on resident survey for meals so resident's desires can be addressed when sending out to bid next month.

Financial Report

Mr. Janerico just received reports early today but will try to get his analysis done as quickly as possible. He does support Mr. Williamson's report and congratulates those involved in getting unit ready from move out to move in within two weeks.

Waiting list is increasing as time goes on; receivables are up December over January; Budget to actual too early to tell but looks Ok. Contract Services for Security a little off but that could be due to salary increase for guards that was not on budget and budget for LP negative at moment; revenues look like on budget.

January 2022 RHA Financial Results

(Sent to RHA Commissioners on 02/16/22)

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 (YTD including Ballard Green, Congregate & General Affordable)

Revenue: \$ 104k, \$ 2k above budget

Expenses: \$ 101k, \$ 11k above budget (+ Congregate + Contract Service - Cap Ex)

Cash flow: \$ 3k, \$ 9k under budget

Cash balance: \$ 89k, \$ 15k higher this month

Replacement reserve: \$ 701k, \$ 4k lower this month (\$667k + \$12k + 10k + 12k)

Operating reserve: \$ 269k, no change this month

Long term mortgages/loan \$ 6.1m, \$ 8k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.2m CHFA, and \$0.4m FHLB)

Meadows (YTD)

Revenue: \$ 22k, \$ 4k below budget

Expenses: \$ 25k, \$ 15k lower than budget

Cash Flow: \$ (3k), \$ 11k lower than budget

Cash balance: \$ 101k, \$ 4k lower this month

Replacement reserve: \$ 234k, \$ 3k 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: \$ 647k, no change this month (also includes \$12.4k Comcast)

Just received report Monday. Mr. Williamson's report very comprehensive and more current. Vacancies under control but need focus on waitlist.

Mr. Janerico spoke of upcoming rent increases delayed due to recerts. Cindy working on these. 18 point list of items needing attention are being prioritized with some being removed. Should have completed by February 25.

Resident Commissioner Report

Condolences to Mr. Burke on loss of his brother who has been out of town but not out of touch. Mr. Burke mentioned Emergency Broadband which might save residents money on their internet charges; have high school seniors help in office or do "spring cleaning" around RHA grounds; Mr. Liscio mentioned that he asked that a senior(s) work on the RHA website since they were definitely more "in touch" with things like that. Mr. Janerico stated that "transparency" an excellent tool.

Old Business

Thrift Shop Grant- Application submitted prior to February 1, but takes a bit before hearing anything.

Snow Removal- worked out a trial plan with New England to have their staff work on RHA property day after snow for 3 hours each location. Bill submitted was for more than that. Mr. Coyle will check.

Prospect Ridge Laundry- have had some supply chain issues but believes they can install in April timeframe.

Fire Department/Security Walk thru at Congregate- Yearly event just started. There were some deficiencies but report is upcoming.

Pavilion Signs- Ms. Hebert will make changes; hard copy will incorporate changes; will submit to Board for approval.

Solarizing- Greg at Konover put Mr. Janerico in touch with a solar energy expert to gather some information and advice. Would work on centralized space and Congregate not a candidate. He will pursue further.

New Business

NONE

Public Session

Coco Barone - Glad about new chairman hopes he can explain why Konover handles all RHA properties and 51 Prospect cannot have it's own administration which is something she has brought forward many times before. Mr. Liscio will keep in mind. Also thinks no one over 60 should be rented a unit where there are stairs. Mr. Liscio told her that is discriminatory and that the individual renter makes that decision personally.

Carle Beeney -No comments at this time.

Susan Proctor - Welcome Vinny and thanks to Frank. Parking lots much better this time but there was leftover snow from before that froze. Can high schoolers help in Konover Office? Sorry John for your loss.

Nancy Higgins - Reiterates what Susan said above.

Marshall Ballou - Frank thank you; Congratulations Vinny. Condolences to John. When will library be opened to residents again? Like to see more women on the Board; How will repaving at Ballard be handled; Would like to see more continuity between town plows in snow and New England. Mr. Liscio asked Mr. Williamson to review those items in his jurisdiction and get back to him.

Barbara Beaulieu –Did no answer when called.

Isette Brendza – Had a serious problem with no heat or hot water on December 30th. Doug arrived to fix within ½ hour. Thanks so much to him; he is terrific. Congrats to Vinny; with regard to Marshall's comments, Town plows usually arrive between 3 and 4 AM when it snows late day into night. Walkways in back are very dangerous with ice and snow.

The meeting was adjourned by Mr. Liscio at: 8:20PM

Minutes Respectfully Submitted by Recording Secretary Patricia Harney