

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

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

Commissioner Absent: John Burke

Konover Present: Bob Williamson, Michelle Palmer

Attendees: Nancy Higgins, Marshall Ballou, Barbara Beaulieu, Coco Barron, Susan Proctor, Carla Beeney, Isette Brendza, Don Gardner, Krisann Benson, Kirk Carr, Nancy Nuzzo

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

A Motion to Approve Minutes from March 2, 2022, with a spelling change, was made by Ms. Hebert and seconded by Mr. Janerico - all present approved.

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

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

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

Management Report

Property Update

Delinquency — Delinquencies are down slightly overall. Delinquency notices continue to be sent out monthly — 13 sent out in February (16 in January). Again, no UniteCT payments to report for the month. Most of the reduction in delinquency is due to a resident established payment plan.

Annual Recertifications — The DOH recertifications have begun. We had our Recertification Workshops last week to educate residents on the recertification process with a lot of great feedback. We are reminding residents that we need all documents in March so we can submit the rent roll to DOH on May 1st. General and Meadows are processed through recertification at the anniversary dates with 0 outstanding for the month.

Vacant Units (Reporting Current) —

One (1) vacant in General Affordable — applicants in process

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

Upcoming vacant: 3 (Two General and One Congregate)

Marketing -

Marketing Plan in accordance with the Affirmative Fair Housing Marketing Plan complete and being implemented. Signs displayed at properties, posted on CTHousingSearch.org and Danbury Housing Authority.

Capital Projects — RFPs are in process. Completion delayed until the end of March.

Board asked questions concerning where are the upcoming 3 vacancies; are those residents that owe back rent on UniteCT, are most of the dollar amount of delinquencies by just a few residents (yes); work orders not done mostly supply chain issues but not impacting tenant safety; why was ACP included in report (for information purposes).

Michelle Palmer stated that the recent Recertification 101 meeting went well in an effort to make residents more aware of procedure and answer questions that can help with preparation; working on activities for residents as weather gets warmer; assisting residents with recent information gathering as her schedule permits (check with Konover to see if this is OK). Robo calls being set up with vendor now - should be operational by end of March; basket outside office at Congregate with copies of Minutes for residents to take; Library open to residents when not being used for certifications - please post schedule on door; Community Room open. Concern made that Ms. Palmer assisting office staff at Ballard Green may not be approved. Ms. Palmer will check with her management for decision.

Financial Report

Mr. Janerico stated that he received the report the day before and just had time for a cursory look, however, the report given by Mr. Williamson tonight appears to represent the financial picture. Mr. Janerico will prepare his own document and copy all Board Members shortly.

Resident Commissioner Report

Mr. Burke attending to arrangements with family. He should return by end of month.

Old Business

Thrift Shop Grant- Nothing new to report on application.

Snow Removal - Ms. Hebert located information to assist with this. Residents can call Department of Social Services (Tony Phillips or Karen) to request assistance in clearing snow from around their vehicles and Social Services will post to organizations in town offering help. The organization will respond to the resident. This service is Town wide.

Emergency Plan - Apparently there are some inconsistencies with plan and Konover's reasonable ability to follow thru. Mr. Williamson will check with Kim to ensure all items are in sync before proceeding with document.

Routine Pipe Snaking – Not realistic. Reminders will be sent out routinely to residents reminding them of what can/can't be put down drains and commodes.

Capital Items – There is a Capital Needs Assessment that was completed by a private company. It now needs to be checked and updated where necessary. Mr. Williamson will work with Doug to have this completed within 60 days for a report with the Board.

Fire Department/Security Walk thru at Congregate – Most deficiencies have been addressed, or working towards completion.

Pavilion Signs – Vendor contact Mr. Williamson to confirm mailing address. Expects shipping to be imminent. Ms. Hebert suggested Ribbon Cutting with Thrift Shop present and Mr. Liscio asked her to handle for some time in the Spring.

Solarizing – Mr. Janerico has been in contact with both Eversource and Pemco, two solar distributors. He reported a detailed synopsis of what each company believed they could offer which appears to give significant financial benefits to RHA and residents. Since this is very early in the process, neither company has been to the sites to prepare a detailed plan as yet.

RHA Web Presence - Mr. Liscio will continue to pursue with Town.

New Business

Basket for Meeting Minutes for residents at Congregate will be in front of office in that building. Binder with Minutes at Ballard Green in Konover Office for any residents to view. There will be a receptacle for copies of recent Minutes to be displayed at Ballard Green for residents to take. Remember, all Meeting Minutes and Agendas are on the Town Website. Link posted on bottom of Minutes and on Agendas.

Public Session

Nancy Nuzzo – pass.

Carle Beeney -No comments at this time.

Susan Proctor – Earth Day cleanup usually on back burner till very late. This Spring it's all set. Thanks so much.

Nancy Higgins – Appreciated meeting on recerts, very helpful and finds the office staff has great attitude.

Krisann Benson – Pass

Don Gardner – Thank you Frank for your service and all you did for him.

Marshall Ballou Thanks for snow removal update and why has medical dates changed from April to April and now January to January. It's a DOH guideline and Mr. Williamson will meet with her to give feedback.

Barbara Beaulieu –Larger paths crumbling in some places due to snow removal equipment making walking dangerous; has problem as well with change of dates for medical input from April to January. How are rental increases approved? Mr. Coyle: Board makes recommendation and State has to approve – basically reflects inflation. Barbara: Konover not managing a sister property any longer. How often are contracts renewed and when will ours be up for renewal. (VL) This is an ongoing process. Mr. Coyle: Contract auto-renewal is yearly, but cancellable with notice at any time. This generally would be considered if parties were not meeting their contractual obligations. Ms. Hebert pointed out that there is generally a meeting where all residents are invited to discuss the rent increase and procedures surrounding that. Barbara would like to contact Mr. Janerico to discuss ledgers issues. (VL) She can discuss her ledger but not another resident. Suggestion that when Tenant Commissioner, Mr. Burke, returns that any interested resident can contact him to discuss their own particular issues. Also, Bob stated that any resident can come to the office to view their file. Ms. Beaulieu stated that her ledger had been corrected but she was asking for others. She also stated that she asked twice for a Special Accommodation Application and has not received. Office will supply to her.

Coco Barron – Gutters broken at 51 Prospect Ridge as well as front steps. (VL) There was a walkaround held by the Board a few months ago and all items on that list will be addressed. There is a locked closet – what's in closet and why is it locked? (VL) The Fire Department just recently walked the property doing their Security Investigation. The closet is locked for a reason and they have expressed no issue with it being locked. What about Cameras? (VL) Cameras at Prospect are on the list of those things needing attention. All installations were halted during COVID and now we have to wait to have that done. There was a recertification meeting held and her location did not receive notice, why? -RSC Michelle Palmer replied: The recert meeting was for Ballard Green and Congregate addressing their specific issues. General and Meadows have their recerts done at a different time and are handled differently. These meetings are handled separately for the sake of not confusing the residents with information that does not apply to them. Ms. Barron feels she should know about all meetings held by RHA even if it doesn't pertain to her directly. (VL) Asked Mr. Williamson to make sure notices are posted in all locations for all meetings.

Isette Brendza –Is very impressed by the civility during this meeting and in general. Neighbor fell on concrete and broke her nose recently. Doug was on the case immediately, repairing concrete quickly. Many thanks. Recerts still problematic for Isette. Appreciates Cindy in office contacting her regularly to help but feels powerless over the process. Mr. Williamson will assist Isette with her recerts. Isette should call office to make appointment.

Kirk Carr – Resident of Ridgefield but not of RHA properties had submitted an FOIA concerning the Wait List at RHA properties. He also stated that our Town website was not up to date. Mr. Liscio told him that the website is being addressed but there are others in line waiting their turn for assistance with the Town IT. It will be handled as soon as possible. As far as the FOIA is concerned, Mr. Coyle stated that he had copy and would forward to Mr. Liscio who will handle as appropriate.

The meeting was adjourned by Mr. Liscio at: 9:05PM
Minutes Respectfully Submitted by Recording Secretary Patricia Harney

Minutes available in Hardcopy at Konover Office, Gilbert Street, or outside Konover Office at Prospect Ridge, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>