

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday November 18, 2020 at 7:00PM**  
**Meeting held via Conference Call**

**Conference Call 351 999 3184 (no code needed)**

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**Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert**  
**Konover Management Personnel: Lola Robinson**

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

**A Motion to Approve Minutes** from November 4, 2020 was made by Mr. Liscio and seconded by Ms. Hebert – all approved.

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

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

**A Motion to Adjourn Meeting** was made by Mr. Janerico and seconded by Ms. Hebert – all approved

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### **Management Report**

Ms. Robinson verbally documented the vacancies at each of our locations and what she has done to attempt to fill each. All units are ready for rent/occupancy except for the ones most recently vacated. Elevator out due to hydraulics. Can be out of service for 2-3 months for modernization. When virus hit last March, it was decided that replacement of this and other projects would be postponed until 2021. We need to proceed with the elevator modernization and hydraulics replacement at a cost of \$204K. Tina and Greg of Konover are going over contract now. Memos sent to residents with plan of action on elevator and other services that have been affected due to elevator outage including mail, lunches, cleaning and firemen assigned days/times to assist residents to use the new battery-operated stair chair for leaving their apartments for different reasons. Mr. Liscio suggested that a log be kept of usage so adjustments can be made to availability times of Firemen to match the need. Also, to see from what the experience is, if only one fireman is needed and the second person not be a fireman These items could make a difference in costs and best service for residents. Also recommended backup battery be ordered so no time is lost using chair. Mr. Liscio found and RHA purchased this chair a few months ago as a backup in the event of an issue. Board previously looked at several options including installing another elevator outside the building and a powered platform for the stairs however they were not viable solutions. Ms. Freistadt tested the chair and found it convenient and quite comfortable for use.

**Financial Report:** Mr. Janerico stated that he just received reports on Monday and was working through with plans to report before Thanksgiving. He also needs to review Audit Report prior to upcoming meeting. Audit Meeting will be held on Tuesday, November 24 at 8:30AM.

### **Old Business**

**MoW** – New lease has been executed with some new standard wording that should be used on all leases going forward.

**Elevator** – RHA Board approves Eagle Elevator’s proposed modernization and hydraulic work for \$204K – attested to by Ms. Hebert and Mr. Liscio.

**Awning** – Light fixture and painting will be done in the future. Doug very busy at this time.

**Pavilion** – Contract issues that are pending and working to resolve. Signage discussed but not yet resolved. Want to have a Spring celebration. Insurance is moving along with Mr. Coyle taking lead.

**Walkaround** – Will take place in Spring. Too much going on and COVID-19 is hot again. Emergencies will be handled.

**Tenant Election** – This effort is being handled by Michelle Palmer of Konover and Patricia Harney independent contractor. The RHA Board is not involved in this process. Due to holiday timing, the election materials will be sent out to residents during the month of December and the voting will take place in January, 2021. Details coming out soon.

**Affordable Housing** – Proposal for \$50K submitted to CT Housing for feasibility study with no response as yet, but was accepted with enthusiasm.

**Budget Process** – Konover (Tina) preliminary budget expected end of this week with a call to review – Capital projects will be major item.

## **New Business**

**2021 RHA Meeting Calendar** – submitted to Board for review. Mr. Coyle asked Board Members to review and decide whether or not to accept. Verbal agreement. Calendar attached.

**Masks on Properties** – Masks are strongly encouraged any time a resident is outside their apartment but especially when in a closed environment (office, laundry room, etc.) and there are signs posted for this purpose. We are unable to mandate, but still strongly encourage.

**Resident Illness Ballard** – A sad situation occurred recently and Mr. Coyle addressed the details. A resident was removed by ambulance from her Ballard residence but not before exposing several other residents who tried to assist. Our residences are considered independent living residences. Therefore, alerting other residents of an illness violates HIPPA laws – health information is considered private. It is suggested that all residents follow these suggestions for their own safety: Social distance under all circumstances, wear mask, handwashing imperative, make adjustments when walking that you alter direction of someone walking towards you, do not invite anyone into your apartment, no gathering in communal spaces, stay away from anyone who claims to be sick or appears to be sick. If you believe someone might need help, please call 911 and ask for Fire Department to help. Encourage your families to keep in touch with you especially during this difficult time and the families of sick residents are not required to share information.

## **Public Session**

**Donald Gardner** – Suggestion since CB-2 available for rent – that the residents in that building exchange phone numbers to assist with any “special” needs that might present such as fire alarm. Mr. Gardner had his smoke alarm moved 8’ and suggested to Marie that she do the same and the alarm doesn’t go off any longer when cooking. Mr. Coyle said it would go on list to review.

**Nancy Higgins** – Happy Thanksgiving to all.

**Debra Franceschini** - Happy Thanksgiving.

**Marshall Bellow** – There is a COVID-19 sign by gate, however, too wordy and it’s difficult to read. Can something be done about that? All the help being given especially with elevator – many thanks to Lola and Michelle. I can volunteer to deliver food in an emergency – please just ask. Mr. Coyle thanked Ms. Bellow.

**Crisann Benson** – Happy Thanksgiving.

**Sharon Procter** - Happy Thanksgiving.

**Jan Hebert** also wanted to thank the Commissioner on Aging for writing letters and local girl scout group and Ms. Hebert’s church for sending cards to residents.

**Lola Robinson** – a resident is having students make placemats for our residents.

Meeting Adjourned at 8:07PM

Minutes Respectfully Submitted by Secretary Patricia Harney