

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, April 20, 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, Isette Brendza, Krisann Benson, Nancy Nuzzo, Mariana Stuart, Sandra Bearden

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

A Motion to Approve Minutes from April 6, 2022, as written, 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 Mr. Burke – all present approved.

A Motion to Approve Resident Commissioner Report was made by Mr. Janerico and seconded by Ms. Hebert – all present approved.

A Vote to adjust the RSP (Resident Selection Plan) was passed by a unanimous Board vote.

A Vote to eliminate the “Community Room Usage Policy and Agreement” document for RHA Residents was passed 4-1-0 (Ms. Hebert dissenting)

A Motion to move into Executive Session was made by Mr. Liscio and approved by all Commissioners.

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

Management Report: Mr. Williamson

Property Update

Delinquency — Delinquencies are down slightly overall. Delinquency notices continue to be sent out monthly. Again, no UniteCT payments to report for the month. Most of the reduction in delinquency is due to a resident established payment plans.
Annual Recertifications — All DOH recertifications are in process and on schedule. 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 Congregate; Two (2) in General Affordable — applicants in process

There are currently no vacancies in Meadows or Ballard.

Upcoming vacant: None

Marketing - Signs displayed at properties have brought in a significant number of inquiries and building of waitlist.

Current Waiting List Numbers:

Ballard: 73

Congregate: 17

General: 45

Meadows: 22

Capital Projects — Draft RFP for the sidewalks is complete. Regarding the Carriage Barn Windows, connected with Eversource and in the process of enrolling in their Energy Upgrade Incentive Program which will cover 20-30% of the project costs depending on the energy savings expected

Uptick in number of delinquencies: Mr. Coyle, Mr. Janerico and Mr. Williamson to meet to address and discuss.

Mr. Williamson investigated programs offered by Eversource that might be beneficial to the residents of RHA properties.

There appear to be some with significant savings. He will pursue further and report to Board.

Recerts will be done in early May, go to the Board for the meeting on May 4. Board will review by June 1 for Konover to submit to the State. Notifications to Residents on Rent & Utility allowance adjustments by July 1.

Robo calls account has been set up. Mr. Williamson to ensure the correct RHA number and Name appears for caller and it should be operational by May 1.

Apps in process for 3 vacancies with one moving in Thursday. Incomplete work orders are not emergent. Some due to timing issue of resident and Doug availability. RFP for paving of Ballard walks complete with additional requests of possible alternative materials, date change and hours of construction. Alternative High School Expansion: While there is no foot print expansion being proposed, the plan under discussion is enclosing patio area. The Board will request a presentation to residents for their input and concerns. Different components of the project were discussed.

Financial Report: Mr. Janerico

As mentioned last month, the 2021 Accrual has been corrected and reflected in the March Monthly Financial Report distributed to the Board. Vacancies remain stable with a few vacancies noted. As Mr. Williamson indicated, vacancies are in process of being filled and waiting lists should currently support these. Regarding receivables, Mr. Coyle (and if Mr. Janerico, if able) will meet with Mr. Williamson next week to discuss the more stubborn receivables to gain a better understanding of these situations and consider alternatives to UniteCT if appropriate. Unresolved service requests appear stuck in the double digits as Ms. Hebert pointed out, specifically at General. Mr. Williamson indicated that supply chain issues are improving but will need to continue to monitor. Expenses exceeded our revenues/cash flows even though our CAPEX was below budget. CAPEX expenditures are expected in the spring related to issued RFPs though there may be some credits available through Eversource Programs related to unit specific energy enhancements. Mr. Williamson will coordinate these efforts and related approved contractors. Cash at the Consolidated LP (General, Ballard & Congregate) are low at 03/31/22, especially at Congregate & Ballard though Mr. Janerico expects that Konover has been managing this. Mr. Burke and Mr. Janerico are seeking follow-up with Konover by May 2nd on any new resident concerns as well as continue to monitor progress on the previously agreed upon list of recommended improvements. Plan is to have an update at the next meeting. Also, to note, increase in Security payments are due in part to governmental standards, new contract, alarm and sprinkler systems updates.

Resident Commissioner Report: Mr. Burke

Mr. Burke stated that recerts are in process which is important and complex to meet necessary deadlines. Working on WIFI opportunities and residents have been quiet so presume all is well.

Old Business

Ballard Green Walkways and Carriage Barn Windows -Some changes have been made in the RFP concerning hours of operation and types of materials being considered. See additional info in above Management report.

Alternate High School "Expansion": As stated above in Management Report section.

Thrift Shop Grant- The Ridgefield Thrift Shop donation of \$12K was received for WIFI upgrades at Congregate, however, as stated to RTS, it may be used for other RHA areas. Mr. Burke will work with Mr. Liscio's retired IT acquaintance, to learn what might be available to offer the residents as less expensive alternatives. There will also be a meeting with Xfinity next week to learn what might be offered. The Thrift Shop will be given public recognition for their most generous gift.

Affordable Housing: Ms. Hebert shared that 2.2 acres on Ballard property is being discussed for a potential opportunity to build by RHAC. This is a very, very early thought. Mr. Liscio asked Mr. Coyle if this would be a "density" issue. Mr. Coyle said possible and maybe likely, but there would be studies done to eliminate this, or not.

Prospect Laundry: Equipment has been placed but waiting on the kiosk to be installed. No timeframe.

Fire Department: All compliant as of 3/11, however a new requirement has been brought forward for hydraulic design plates with data that must be mounted in each of the four properties at a cost of \$5,500 - \$22K. Mr. Williamson is seeking less expensive options and has requested a delay in our finalizing this.

Waitlist Update – In process per notes above.

Emergency Plan and Pavilion Signage – Mr. Williamson has a meeting to discuss the verbiage of Emergency Plan with Kim of Konover this week and will discuss results with Ms. Hebert for her review and necessary action. Ms. Hebert is also working on the Pavilion signage and ribbon cutting event in early June. Mr. Williamson will have contractor install signage as soon as a place is designated. A decision is forthcoming on that.

Solarizing –Mr. Janerico has been in contact with Pierpoint, another vendor that was highly recommended. He is trying to get a proposal. Pemko had changes in their point person resulting in some delays. Greg Konover has been helping set up some introductions with Windsor Housing Authority and how/what they are using. They apparently find a savings of \$20K per year possible. Mr. Janerico suggests that one entity handle all our requirements.

RHA Web Presence- Mr. Liscio stated that our update requests are with Ridgefield Town IT now, however, because of cyber security updates in process, that take precedence, we are waiting on line in the cue.

New Business

Resident Selection Plan -Due to a Waiting list issue, this was brought to light thru Town offices. Reference was made to Pages 16-17 of the RSP document by Mr. Liscio. and discussed. Mr. Williamson will rewrite the affected section to read that an individual that refuses an opportunity in one RHA site, two times, will be dropped from that site's list, but will not be dropped from other RHA site listings they are on. A three-month timeframe between offers will be honored. The Board voted and all members present approved this.

Community Room Usage – Much discussion ensued about use of the room, cost, residents only and their guests, or outside rental and how much emphasis should be placed on the "special cleaning" of the room. It was finally decided that the room will be available to all residents to use at no charge. They should contact the office to make reservations and the remaining residents will be notified via Robocall that the room is being used. Doug will sanitize the room and bathrooms on Monday mornings following events. Since we are still dealing with Covid, it is strongly suggested that masks be worn, but they are not mandated. The Board voted 4-1-0 with Ms. Hebert dissenting.

Public Session

Nancy Nuzzo – Pass

Marina Stuart – Didn't respond when called upon.

Susan Proctor – Didn't respond when called upon.

Nancy Higgins – Didn't respond when called upon.

Krisann Benson – Thank you for your thoughtful discussion regarding the use of the community room.

Marshall Ballou Thanks for the thoughtful presentations tonight on all the issues. Suggest that school look at other available properties for their enlarging the Alternative High School. Have they considered using the opposite side of the building which could use a facelift? However, would like to see properties returned to Ballard Green as residential units moving out High School and Meals on Wheels.

Barbara Beaulieu – Thanks to the Board for Community Room decision giving us a more normal social life, which is great!

Coco Barron – Who is paying lawyers fees for last six months – VL, being paid by RHA. Have you found key for closet door? VL, it's already been discussed and you have been given an answer. Humidity in her apartment is between 50-60% with heat at 70. There is a problem.

Isette Brendza – Pass

Sandra Bearden – Please be sensitive to the teachers at the Alternate High School. They should be permitted in the school at any hour.

The was a Motion to move in to Executive Session by Mr. Liscio at: 9:10PM, with all present Board Members voting in favor 5-0. in agreement.

The Executive Session returned to Public Session at 9:35 PM.

A Motion was made to adjourn by Ms. Hebert, Second by Mr. Burke, all in Favor.

The meeting was adjourned at 9:36PM.

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>