

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, May 18, 2022 at 7:00PM
Meeting held on New Conference Call Number
805 706 5480

Commissioners Present: Vincent Liscio, Frank Coyle, Paul Janerico, John Burke and Jan Hebert (arrival 7:35)

Konover Present: Cindy Price

Attendees: Nancy Higgins, Marshall Ballou, Barbara Beaulieu, Coco Barron, Susan Proctor, Isette Brendza, Krisann Benson, Nancy Nuzzo, Sandra Bearden, Carla Beeney, Katherine Dwyer, Maureen McGraw, Phyllis Llorca, Elizabeth Castillo, Don Gardner, Rosemary Gasper, Maree Macpherson, Louise Massie, Debra Franceschini

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

A Motion to Approve Minutes from May 4, 2022, as corrected with Revision 1, was made by Mr. Burke and seconded by Mr. Coyle - all present approved.

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

A Motion to Approve Financial Report was made by Mr. Burke and seconded by Mr. Coyle – all present approved.

A Motion to Approve Resident Commissioner Report was made by Mr. Janerico and seconded by Mr. Coyle. – all present approved. Ms. Hebert just arrived and didn't vote on this Report

A Motion to Approve the Rent Resolution was made by Mr. Liscio, Voted on and passed by a unanimous Board vote.

A Motion was made by Mr. Liscio to appoint Ms. Hebert as Secretary Commissioner and was passed by unanimous Board vote.

A Motion to Adjourn was made by Mr. Burke and seconded by Mr. Janerico – all approved.

Management Report: Cindy Price Assistant Manager at Konover

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 but some of the cases are making progress through the system. 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 – applicants in process; One (1) in General Affordable — applicants in process
There are currently no vacancies in Meadows or Ballard.

Upcoming vacant: One in Congregate

Marketing – The waitlist numbers are up overall however I do expect this to drop with update letters that were recently sent to applicants.

Current Waiting List:

	March	April
Ballard:	73	81
Congregate:	17	13
General:	45	62
Meadows:	22	33

Capital Projects — RFP for the sidewalks is complete and has been sent out to contractors. No proposals have been received. Regarding the Carriage Barn Windows, the Energy Upgrade incentive through Eversource may fund a percentage of the project depending on the amount of energy savings expected. The application has been submitted to Eversource and waiting on the next steps.

Questions concerning future handling of waitlists and how to create effective and accurate listings for immediate backup when needed was discussed in detail. Pre-screen to tighten time from moveout to new resident move in so we don't lose revenue. Further work planned for meetings being held later this week with Mr. Williamson, Mr. Burke and Mr. Janerico.

Mr. Janerico questioned the "Sector Report"; Housekeeping personnel has returned to work at Congregate; Fire Marshall reports Meadows 95% complete; Check with Mr. Williamson about April write-offs and expenses in March and April; Questions about amount of money that UniteCT had planned to pay (or might still pay); When is RFP for Meal Services; When Michelle not available for evening meeting, she should submit an RSC written report for meeting. Thanks to Cindy and Bob for all the recent resident meetings and helping the residents to understand and expedite the process.

Financial Report: Mr. Janerico

The most recent Financial Report was sent out to Board prior to this meeting. Vacancies - agree with Mr. Williamson's report = 2; Slight improvement on over 90-day accounts; cash flows and LP lower than budget but not by much; RFP out for Carriage Barn Windows; plans to oversee meeting on Thursday with Mr. Burke & Konover. They want to review and update list of process improvements & outstanding projects. Mr. Coyle mentioned that in the June timeframe, there will be Meadows Pilot discussions with selectmen and planning should start for that. Cash is very tight and it wouldn't take much to need funds from the operating reserve due largely to unexpected safety improvements. Mr. Burke stated that Konover believes he is on a 90 overdue status. This is being investigated.

Resident Commissioner Report: Mr. Burke

Waiting on Comcast to prepare proposal, feeling is it will not be right move for RHA. Affordable Housing talk has residents up in arms. Trying to calm residents and tell them not to worry but still area of great concern. Waiting on recent Recertification/rent mailing to residents, John is ready and willing to help any residents with questions/concerns.

Rent Commissioners Report - Resolution on floor - Mr. Liscio read resolution (copy attached). He stated that he had asked what [% increase] would RHA need to meet budget and inflation? Currently we are well over the % that is being proposed as a rent increase due to Market Driven cost increases. First, Mr. Liscio listed an overview of expenses we presently have. It is estimated we need 8-9% or higher increase in funds to cover today's increased costs due to the economic environment. Mr. Janerico and Mr. Coyle have met with Mr. Williamson about "significant expense items" and "tighten up". According to our sources, "those residents that get subsidy don't need to worry about increases." The State will make up the difference. This would be true if everything remained the same. An increase in income, as in COLA, or decrease in Medical Expenses would ultimately change a residents rent, but the increase would not be due to the 5.5% increase being proposed for subsidized residents. For those without subsidy they will see an increase within the State's allowable limits. Mr. Liscio gave an example showing that on a \$1500 per month income in cases where the resident pays the difference, the 5.9% COLA would give the resident approximately \$88 more income a month, the rent increase would be approximately \$27, leaving the resident with \$61, or 70% of the COLA to use elsewhere. If any resident has questions on their own particular adjustment, the office will be available to assist. Mr. Liscio then asked each Commissioner to give their input.

Frank Coyle - summarized very well. This is not to increase profits but maximizing our revenue. Monitor occupancy levels.

Jan Hebert requested that "Maximum Allowable Limit" be explained. Mr. Coyle gave detailed explanation.

Paul Janerico - Opening right on target. Global/National economy affected. Vacancies and receivables, we are pushing them hard. Vacancies = lost rent (income). Mr. Janerico also pointed out what he believed to be a mis-statement on Resolution. Mr. Liscio agreed and made the change.

John Burke - AMIs are established on each unit when property is deeded so there should never be a change.

Mr. Liscio called for a Board Vote and each Board Member voted in the affirmative. 5-0 Passed and Resolved.

This Resolution needs “wet ink” meaning signed in person. Arrangements made for Board to stop by Konover Office to sign resolution.

Secretary Commissioner -Mr. Liscio made a Motion to the Board to appoint Ms. Jan Hebert as Secretary Commissioner. All Members voted and the Motion passed. 5-0. Mr. Liscio also stated that he asked Ms. Hebert to take on the position of “quality of life” issues for residents. Ms. Hebert very willing to take this on.

Community Den Grant – Mr. Burke will look into this to see if there are monies available for RHA to request. Mr. Coyle and Cindy Price not aware of this so Mr. Burke with check criteria and email Mr. Liscio.

Ballard Walkway- RFP completed and has been sent to two contractors. Actually, should have 3.

Alternative High School – Ms. DeSilver, of the school, has informed us that they are in the process of meeting with designer. When complete, school representatives will meet with Board and residents. Board will have final approval to move forward or not.

Ms. Hebert commented that the footprint of the Alternative HS building is very close to the Pavilion. Doing any closing in of the building would result a very tight and possibly visually unpleasant wall. Could we expand up? Can we send a note to school asking if they can come up with other options? Mr. Liscio will do.

Thrift Shop WIFI – waiting for Comcast proposal.

Emergency Plan- Mr. Williamson and Kim P of Konover to supply Ms. Hebert with Plan.

Signage for Pavilion -When you are on Ballard Green property on Thursday, please take a note of where you suggest the signage for the Pavilion be placed.

Affordable Housing – There is a study in Ridgefield. Ms. Hebert asked if anyone has any information to share?

Prospect Ridge Laundry – Change in personnel and supply chain issues have delayed installation.

Energy Audit/Eversource -May be offers like multi family program that may be available for Carriage Barn Windows and other opportunities that may arise.

RHA Web Presence – Town still going through process of updating Cyber Security but we were blessed to get some help from Rudy’s assistant Amy, and Gillian at the front desk. They will, or have, uploaded the application for housing along with instructions. Thank you.

Process Improvement Meeting -will be held on Thursday to update what is in process and add necessary items.

Public Session

Carla Beeney – Nothing to add.

Katherine Dwyer -John Burke has tried to address the potential extension of Ballard Green and associated concerns of residents. Can we, in the future, be moved out of this location? We cannot add another apartment on this site. Can that change in 10 years? Ms. Hebert interjected that all meetings concerning this subject are open to the public and also recorded and anyone is welcome to listen in.

Maureen McGraw – No response.

Marshall Ballou- First, thank you Pat for your taking of the notes; Robo calls are great! When speaking with the school, please ask them to remove the mailbox which is an eyesore. Meals on Wheels new generator could use landscaping. Hoping you can soften the area. Affordable Housing – we have a moral obligation to protect the area. Perhaps Garden Club, Meals on Wheels and Alternative High School can be used to increase housing and not add new sites. A building architect could help.

Coco Barron – What is RHA’s Operating Expenses. Mr. Coyle replied that they are about \$1M which includes mortgage payments. Doug is not a professional – he is ineffective in doing repairs.

Susan Proctor – Signs on property such as Private Property. Can we check and update as necessary? Affordable Housing – Over on Catoonah – offered up through RHA. Invited Rudy Marconi to come and speak with residents.

Phyllis Llorca- N/A

Barbara Beaulieu- Wetland donated by Ms. Ballard. Property that includes wetlands sold to Ridgefield for senior housing – now Ballard Green. Zoning Board has to designate as wetlands. Board of Selectmen sending someone out to talk to residents.

Elizabeth Castillo – N/A

Don Gardner- Congratulations to Jan Hebert. Getting sidewalks done properly is important. Maybe John can find monies from the State to help us out with this. Next boilers. Doug does a great job in fixing but these are junk and leak like crazy. Suggest someone look at work orders to see how many Doug has to deal with by having to try to repair over and over. That's a waste of money and they should be replaced by new equipment. (This question will be raised at meeting on Thursday.)

Nancy Higgins- Affordable Housing – Dave Goldberg included something in a draft proposal, removed it and then put it back in, even though it shouldn't have been. How can he do that? Thank you for all you do for us.

Sandra Bearden – N/A

Krisann Benson – Thank you for the Robo Calls. Kim is familiar with grant (John Burke) and Affordable Housing wetlands and pond for Village Gate. Meeting on May 25th.

Nancy Nuzzo- N/A

Rosemary Gasper – N/A

Maree Macpherson - Four or five of the same people use the Pavilion – not interested in using. Environmentalist housing – upset by it. Newsletter waste of time – received 15th of May – depressing. Garden Club need its own road? Security cameras back of building 'B' – it's dark and some people have been seen trying to look in windows.

Isette Brendza - Rent increase and recert meetings held by office staff were poorly attended. Three people including Isette attended meeting. The BG dumpsters over on the CVS side were recently switched and it's very dark in the area. Mr. Burke will see what he can do to have the containers returned to the original place.

Louise Massie – N/A

Meeting Adjourned at 9PM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING JUNE 1, 2022

Minutes available in Hardcopy at Konover Office, Gilbert Street, or with this link on Town site:
<https://www.ridgefieldct.org/housing-authority>