

Ridgefield Housing Authority Special Board Meeting
Approved Minutes
Wednesday, June 1, 2022 at 8:00AM
Meeting held on NEW Conference Call Line
805 706 5480

Commissioners Present: Vincent Liscio, Frank Coyle, Paul Janerico
Commissioners Absent: Jan Hebert, John Burke
Attendees: Debra Franceschini, Krisann Benson, Nancy Higgins, Kirk Carr

The meeting was called to order by Mr. Liscio at 8:01AM

A Motion to Approve Minutes from May 18, 2022, as written, was made by Mr. Coyle and seconded by Mr. Janerico. All Board Members present approved.

A Motion to Approve Audit Meeting Minutes from May 19, 2022, as written, was made by Mr. Jenerico and seconded by Mr. Coyle. All Board Members present approved.

A Motion to Approve Financial Report was made by Mr. Coyle and seconded by Mr. Liscio. All Board Members present approved.

A Motion was made and seconded to Move into Executive Committee Meeting by Mr. Liscio and approved by all present.

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

Financial Report: Analytics reported last time – no changes. Audit Meeting went well with Jason. Spoke to Bob recently for insight on receivables and he provided and circulated to Board. Checked with Mr. Williamson on rent increases and status, several phone calls from residents have been addressed, however, not sure if everyone required has signed new leases as yet. Mr. Liscio will follow up on this.

Resident Commissioner Report – No report today due to Mr. Burke’s absence.

Old Business:

Ballard Walkways and Windows: Mr. Liscio had asked Mr. Williamson to add additional language to the RSP in regards to Materials. The following was added: “it is strongly encouraged to include alternative products that are less hazardous to persons and the environment”, The date for bids has been extended to June 15, and any concerns regarding this project will be taken into consideration including Ms. Benson’s. Mr. Williamson stated that he hoped to have three bids before our mid-month meeting. We have submitted the application to Eversource for the Weatherization Program and are waiting on their contractor to schedule. Part of this assessment is to look at energy upgrade incentives such as boilers and windows so we’ll be discussing the Carriage Barn windows at that time.

Thrift Shop: Nothing new to update.

Prospect Ridge Laundry: Mr. Liscio stated that the project is complete with the exception of the second Kiosk (A Wing) and pedestals. No ETA on that as yet.

Fire Department: Congregate work is compliant. There is one final piece to be done with the Meadows sprinkler system as previously reported. Fire Protection was on site on 5/19 and removed four random sprinkler heads for outside testing which is required by code. Results should be realized in the next few weeks. No updates from Mr. Williamson on invoices. Mr. Coyle would be interested in how the unexpected \$40K breaks down.

Emergency Plan and Pavilion: Ms. Hebert absent from meeting today. No update done today.

Solarizing –Mr. Janerico had no further updates today.

RHA Web Presence: Nothing new to report. Please advise Mr. Liscio if you have any minor updates/changes and he can see if they can fit in while we await the web update.

Process Improvement Meeting: Mr. Janerico and Mr. Burke met with Kim P and Mr. Williamson of Konover concerning the 18 items on the list. All were reviewed and only 2 were still open. Complaint procedure was noted. Checking to see if a process has been put into place. Repairs review noted that any consistent repairs should be looked at regularly to ascertain if other “fix” required. Vacancies to be filled quickly and all timelines surrounding vacancies should be tightened. Effort will be made to make unit completed by Doug within two weeks. Mr. Burke working on Application process and Mr. Janerico provided him with everything he needs. All items moving along well and Mr. Janerico would like to provide and circulate 18 items with status at next meeting.

ARPA – RHA made final list. We await decision.

Capital Needs: Mr. Coyle suggested that we bring in the vendor that assisted us the last time to determine what projects/timeframes needed in the future.

New Business:

FOIA Requests: Attorney asked for written Resolution of the policy that has been in place for these requests; timing of response, amount of work involved in preparing response; whether paper or electronic; the charges; there was discussion of should charges be waived if request applies to common good or the community; etc. Mr. Coyle will forward to Mr. Liscio document addressing this from Konover. Mr. Coyle stated that a recent FOIA could take 26 hours to research and prepare an answer which would take much time away from management staff that could be devoted directly to residents and their needs.

Verbal Vote on Resolution: Mr. Coyle, Mr. Janerico and Mr. Liscio all voted “Yea”.
Mr. Coyle will make any necessary changes to the resolution and leave in the office for signature.

Verbal Vote on Moving into Executive Session: Mr. Coyle, Mr. Janerico and Mr. Liscio all voted “agree”. The Board moved into Executive Session at 8:40 AM.

Executive Session concluded at 8:55AM and Board moved back into Regular Session immediately. A Motion to Adjourn was made Mr. Janerico, second by Mr. Coyle and all present voted yes.

Meeting Adjourned at 9:00AM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING JUNE 15, 2022

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