

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, June 15, 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
Konover Present: Bob Williamson, Cindy Price, Michelle Palmer
Attendees: Nancy Higgins, Marshall Ballou, Barbara Beaulieu, Coco Barron, Susan Proctor, Isette
Brendza, Krisann Benson, Rosemary Gasper, Louise Massie, Daphne Farmer, Chad Lancaster

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

A Motion to Approve Minutes from June 1, 2022, as written, was made by Mr. Janerico and seconded by Ms. Hebert. all present approved.

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Mr. Coyle – Opposed by Mr. Burke; all remaining present approved.

No Financial Report Made this date

A Vote to have Meetings Resume in Person was made by Mr. Burke who voted aye, Ms. Hebert, Mr. Liscio and Mr. Coyle, opposed, Mr. Janerico abstained.

A Motion to Approve Resident Commissioner Report was made by Ms. Hebert and seconded by Mr. Liscio – Three Board Members approved; opposed by Mr. Coyle, and Mr. Janerico abstained.

A Motion to Approve Move to Executive Session was made by Mr. Liscio and seconded by Mr. Coyle, all Board present approved.

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

Approval of Minutes from June 1. Discussion ensued concerning Mr. Janerico's suggestion to certain wording changes, and Mr. Burke's objection to how Mr. Janerico wanted it presented. Decision made to keep as originally written.

Management Report: Konover -Mr. Williamson

Property Update

Delinquency — Delinquencies are relatively flat. Delinquency notices continue to be sent out monthly. Seeing more activity with Unite CT with caseworkers assigned to several residents and one resident approved for payment. Most of the reduction in delinquency is due to a resident established payment plans. Working with RSC to look at programs outside of UniteCT that may help clear some old delinquencies.

Annual Recertifications — All DOH recertifications are in process and on schedule to close by 7/1. General and Meadows are processed through recertification at the anniversary dates with 0 outstanding for the month.

Vacant Units (Reporting Current) —

There are currently No Vacancies

Upcoming vacants: One in General Affordable. Approved Applicant in Progress.

Marketing – Letter sent to Ridgefield Commission on Aging seeking applicants for Congregate.

Current Waiting List:

	March	April
Ballard:	81	81
Congregate:	13	11
General:	62	64
Meadows:	33	35

Capital Projects — Ballard Walkway RFP has been sent out to 10 contractors. Received 1 quote (waiting on SDSs for products used), and one quoting only crack fill and sealcoat. Since proposal deadline is today, will

need to extend deadline. The Energy Assessment Application to Eversource has been submitted and approved. Carriage Barn windows are expected to be part of the Eversource Energy Upgrade Incentive Program. Eversource contractor visiting site on 6/16 to discuss next steps.

Mr. Burke questioned the amount of time had elapsed for two units that were vacant and only filled this month. Mr. Williamson suggested two new approaches to shorten time: Have pre-move inspection to ascertain how much time and materials would be needed to physically get unit ready; and schedule to approve backup applicants. This was determined to be a good start. In relation to the RFPs, do you do follow up calls to find out what might prevent a contractor from making a bid? Yes, as far as Ballard Green is concerned, the walkways are narrow and it's difficult to get machinery to the back parts of the complex. Mr. Williamson will also reach out to the Town of Ridgefield to see if we can utilize, at our own expense, the contractors that support the Town. It was requested that Mr. Williamson forward the Rolling Action Item List to all Commissioners as well.

Ms. Palmer reported that she is working with Kim P. on walkway issues and working with residents on housekeeping challenges. Also planning the ribbon cutting for pavilion, working with Ms. Hebert on Life Quality, and also planning some special programs for the residents. Ms. Palmer was asked about how the residents like the Robo Calls. The residents like the Robo Calls, but some questioned whether or not messages could be left. If voicemail is connected, yes, the machine will leave a message. Mr. Burke requested an up-to-date calendar be prepared and distributed and Ms. Hebert suggested two items for the Rolling Action Item Report – Turnover procedure for units; a firm schedule to manage vacancies. Mr. Williamson will update.

Financial Report: Mr. Janerico

Report was just received today so not enough time to look at it. Mr. Williamson presented current situation and Mr. Janerico will review. Not necessary to approve this item.

Resident Commissioner Report: Mr. Burke

May 25, Affordable Housing at Ridgefield Town Hall – Why doesn't RHA have in person meetings? Discussion ensued concerning in person meetings and Mr. Burke requested a Motion to move to in person public meetings. Mr. Liscio is not comfortable at this time due to infection rate in the Town and Mr. Coyle shares this view as well. Ms. Hebert stated that we have a population that might be compromised, more so than other town residents, and she believes we shouldn't move ahead to in person at this time. A vote was taken and, Mr. Burke voted aye, Ms. Hebert, Mr. Liscio and Mr. Coyle were opposed; and Mr. Janerico abstained. Mr. Burke also commented on the use of utilizing electronic signatures instead of Wet Ink Signatures.

Ballard Walkway- Previously discussed.

Alternative High School – Mr. Liscio will follow up on latest status.

Thrift Shop WIFI- Haven't heard from Comcast.

Other: Signs, Maps, Copy of Emergency Plan – Commissioners will review and make comments.

Prospect Ridge Laundry – Nothing additional to add.

Fire Department – A company, not Fire Department, inspected and ordered updates on property which took us way over budget. This should not happen again.

Solarizing -On hold until energy audits are completed. Presently, they are not complete. Mr. Williamson will keep Mr. Janerico informed on progress of energy audits.

RHA Web Presence – Holding.

Process Improvement Meeting -will send out complete list shortly.

ARPA – Selectmen Meeting Tonight

Capitol Needs- Nothing new, suggest we look again in the Fall. Mr. Coyle feels necessary to hold due to cash flow.

FOIA Update – none at this time.

New Business

New Pilot for Meadows – will work for time on Selectman Schedule – hold for July meeting – Mr. Coyle would like to get it into July. Mr. Janerico, Mr. Coyle and Mr. Liscio to look for a date.

Resident Complaint Form – Believe we have completed this. Mr. Williamson please research and report.

Meal Services RFP: Plans to have completed by Friday and should send to Commissioners.

Mr. Liscio thanked the Commissioners for their great work!

Public Session

Marshall Ballou- Bob Hebert used to read RHAs Mission Statement at the beginning of each meeting and some found it to be inspiring. Thoughts about bringing that back? A fellow resident in his 90s finds the noise between apartments distracting. Can insulation be placed between apartment walls? Mr. Liscio answered that this would be handled on a one-on-one basis and a work order should be done.

Coco Barron – How many tenants were at the 1PM Meeting in the Ballard Green Community Room? See NYTimes article May 7, 2010. The \$1M mortgage – does this include salaries of the 7 RHA employees? How much are operating expenses per month? Ms. Barron was told to make any requests of this type in writing.

Barbara Beaulieu- Pavilion great! Increasing numbers of folks enjoying. Lovely plaque but date on plaque is incorrect. Is the \$12K not used for the Pavilion still available for us to use? Mr. Coyle replied that Comcast monies are still available but there wasn't anything "left over" from the donated monies that paid to build the pavilion.

Nancy Higgins-Encouraged to learn that the Town doesn't use tar, which she believes is a terrible substance. Very grateful that we are not meeting in person. Thanks to all.

Krisann Benson – Pavilion sign is wonderful. Thanks for all your help.

Mr. Liscio led the vote to adjourn to Executive Session at 8:26PM

The Board moved back into Public Session at 9:05PM and A Motion was made to adjourn meeting at 9:06PM

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING JULY 6, 2022

Last meeting for summer until AUGUST 17, 2022

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

<https://fccdl.in/W4bUspG8vg> Audio of Meeting Minutes 6/15/22