

**Ridgefield Housing Authority Special Board Meeting**

**Approved Minutes**

**Wednesday, July 6, 2022 at 8:00AM**

**Meeting held on NEW Conference Call Line**

**805 706 5480**

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**Commissioners Present: Vincent Liscio, Frank Coyle, Jan Hebert, Paul Janerico, John Burke**  
**Attendees: Krisann Benson, Nancy Higgins, Barbara Beaulieu**

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The meeting was called to order by Mr. Liscio at 8:00AM

**A Motion to Approve Minutes** from June 15, 2022, as written, was made by Ms. Hebert and seconded by Mr. Burke. All Board Members approved.

**A Motion to Approve Financial Report** was made by Mr. Burke and seconded by Ms. Hebert. All Board Members approved.

**A Motion to Approve Tenant Commissioner Report** was made by Ms. Hebert and seconded by Mr. Janerico – All Board Members approved.

**A Motion to Accept RFP for Meal Service** was made by Mr. Janerico and seconded by Ms. Hebert – all 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. Burke – all present approved

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**Financial Report:** June 21 writeup – following Konover vacancies showing now as zero, on track. Receivables (Mr. Coyle) aging section showing positive numbers and improved month over month. Addressed Mr. Burke's question – aging for past resident (\$ 5,755.00) written off in June which reduces receivables and reduces income. Funds are in for collection. Expectations for recovery are questionable. Pilot Program – will try to schedule meeting with Selectmen and be on Agenda for August. No Meadows payments due till 3<sup>rd</sup> quarter. Ms. Hebert questioned when delinquent resident moved out – March, 2022. Is there any more money anticipated from UniteCT? Mr. Janerico will monitor and try to find definitive answer. There was one vacancy and it is being filled on the 15<sup>th</sup> in General. The new process took 2 weeks as planned.

*Town Clerk advised that rules require that all Board Members must participate in verbal vote but not necessary for it to appear in notes. Verbal vote taken.*

**Tenant Commissioner Report** – Comcast/WiFi at Congregate. Hasn't come back with any financial plan. Mr. Burke still awaiting word. New rents have gone into effect as of July 1 and there is no negative feedback from residents on this. Ms. Palmer reminding residents of affordable credit of \$30, heat rebate and rent rebate. Notice will be at mailboxes. Ms. Hebert suggested that the "211 Website" lists what people might be able to participate and how to apply. "211 Navigator". Mr. Liscio asked if any other carriers would be available to supply our WiFi needs but response was that Comcast only provider of internet in Ridgefield. Verbal vote taken.

**Old Business:**

**Ballard Walkways and Windows:** Nothing new at this point. Mr. Liscio will call Rudy on this. Next Thursday the company Eversource uses will come to Ballard to do survey (about 10% of residents) to learn energy requirements.

Ms. Hebert mentioned that an amazing job was done on parking lots at Ridgefield Arms Apartments by "Seal King". Mr. Williams will be advised to investigate.

**Alternative HS:** No further update. Now that school is out, Mr. Liscio will contact school to gain update.

**Wifi:** Mr. Burke previously addressed.

**Prospect Ridge Laundry:** Mr. Williamson to advise.

**Pavilion Signage:** Up and great.

**Ribbon Cutting on Thursday, July 7 at 5:30PM.** Linda Mitchell of the Ridgefield Thrift Shop to say a few words. Mr. Liscio asked if Ms. Hebert could advise local paper and have Ms. Palmer do another Robocall to advise residents.

**Fire Department:** Compliant, nothing additional.

**Emergency Plan and Pavilion:** Ms. Hebert sent to Mr. Liscio and Mr. Coyle for review and approval.

**Solarizing** –On hold until after energy audit of next week then will come up with a plan to have Eversource evaluate. So far only one vendor replied that they can't make numbers work. Mr. Liscio praised Mr. Janerico for doing a great job!

**RHA Web Presence:** No action yet.

**Process Improvement Meeting:** Haven't met in a bit. Compensation Procedure next, Collection Procedures and Rental Increases. Will meet Monday or Tuesday before next mid-month meeting.

**ARPA** – No news yet. Working on it.

**Pilot Piece Mr.** Coyle will supply same verbiage as last time for consistency.

**Resident Complaint Form** – Checking on status.

**Meal Service RFP** – Mr. Burke didn't receive and it was sent to him by Mr. Liscio immediately. Mr. Liscio asked for one adjustment i.e., that it's not necessary to cook entire meal on site, but final prep must be done on site. Mr. Liscio believes RFP looks ok. Asked Board to think about organizations that might fit our criteria 365 days and serve nice meals to our residents. Reach out with RFP if they deem worth considering.

Motion to Accept RFP and send out was verbally voted upon and approved.

Mr. Janerico believes that the RFP process is slow and should be done in a timelier manner. Will address at Process Meeting.

#### **New Business:**

None

Verbal Vote on Moving into Executive Session: was made by Mr. Liscio and seconded by Ms. Hebert. All Board Members verbally agreed.". The Board moved into Executive Session at 8:45 AM.

Executive Session concluded at 9:13AM and Board moved back into Regular Session immediately. A Motion to Adjourn was made Mr. Janerico, second by Mr. Burke and all present voted yes.

Meeting Adjourned at 9:14AM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING AUGUST 17, 2022 AT 7:00PM**  
**Via Conference Call**

**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/2VkcL5KyBz> Audio of meeting. Will not appear on Town site.