

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, August 17, 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, Michelle Palmer
Attendees: Nancy Higgins, Marshall Ballou, Barbara Beaulieu, Susan Proctor, Krisann Benson, Daphne Farmer, Carla Beeney, Phyllis Lloren, Sandra Bearden, Nancy Nuzzo, Donald Gardner

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

A Motion to Approve Minutes from July 7, 2022, as written, was made by Ms. Hebert and seconded by Mr. Janerico; all present approved.

A Motion to Extend RFP for Meal Service at Congregate was made by Ms. Hebert and seconded by Mr. Janerico; all present approved.

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Mr. Janerico; all present approved.

A Motion to Approve Financial Report was made by Ms. Hebert and seconded by Mr. Coyle; all present approved.

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

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

A Motion to Approve the Resolution to release the RFP was made by Mr. Liscio and approved by each Commissioner individually.

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

Management Report:

Vacancies – There was one at Congregate that is now filled, but it took longer than our agreed upon 2 weeks due to several potential renters changing their minds after approval. We have 2 upcoming now; one at Ballard and one at General Affordable, which should be closed on quickly.

Marketing – The site *Affordable Housing.com* will be posted on site. Waitlist is in good shape. Delinquencies down by 26%. Some of this includes a write-off for a previous resident. We received monies from UniteCT in the amount of \$4700. Recerts completed and project now closed for the year. **Process Improvement Meeting** was not done in August. Plans include setting up a meeting for next week. Meals on Wheels screening presented and it was approved. Congregate Meal Service RFP now has 2 proposals. Two additional vendors needed additional time and one would like to have a site visit before submitting proposal. It is requested that we extend RFP submission date from 8/12 to 8/26. **Capital Programs** has two bids and both are over budget. We are awaiting two others. Waiting for Eversource proposal to include Carriage Barn Windows. Mr. Janerico questioned if the research stations had been updated for July. He and Bob Williamson will discuss this and if any sizable receivables have been received. Ms. Hebert asked whether the write off was in addition to the one recently made or were it one and the same. It was the same write-off. She asked Mr. Williamson to add and share totals with Board. It is the same as June analytics per JP/BW. Should we vote on Meal Service RFP? Mr. Liscio answered affirmatively, but will do later in the meeting. Ms. Palmer has been working with the residents on a number of personal issues they are experiencing. Very successful BBQ and Michael Cunningham from Main Street provided cold treats. Presently collecting surveys for Quality of Life and NCO pantry. Michelle, per Mr. Williamson, received high praise for her support of residents at Prospect Ridge.

RFP for Meal Service at Congregate extended and approved by all Board Members.

Financial Report: Mr. Janerico

Distributed June and just recently July Analytics to the Board prior to meeting. Just a couple things to note – Receivables stable; over 90-day increases. . .Waitlist – has some concerns with Congregate; Capital expenditures – low Congregate Capital Reserves; Legal Exposure – Debt service. Mr. Janerico mentioned that Mr. Burke had asked him some questions which he answered via email and hoped he covered everything. Question: Do we have to reach out to Boston Capital to get funds released. Mr. Williamson would need to reach out to Konover if/when it's needed.

Resident Commissioner Report: Mr. Burke

Comcast and Congregate WIFI – haven't heard from them since Mr. Burke sent information they requested. Complaint Form, given to residents, and Mr. Burke has offered to be an assist to anyone that might need help. Big Thank You to KofC. Sadly, we have lost some residents due to their passing.

Old Business-

Ballard Walkway- Haven't heard anything from Rudy on contractors that town uses. 2 quotes presently and both over budget, they are presenting their bids with "SDS". There are petroleum-based materials and other safe ones in one proposal.

Alternative High School – Activity put on hold indefinitely. We will remove this item from our agenda going forward.

Ms. Hebert commented that the weeds are overgrown on the property facing the Pavilion. Keeping up with landscaping is in their contract and Mr. Williamson should address with HS.

WIFI – Mr. Burke addressed in his report.

Emergency Plan- Ms. Hebert distributed to Board and is awaiting their comments. Energy Audit may prove useful and Capital improvement needs additional information.

Prospect Ridge Laundry – waiting for bases to arrive/install. Should be anytime now. There is one kiosk but they cannot provide another, however, the machines will take credit cards and training is forthcoming.

Fire Department – We are compliant and this item will be closed.

Solarize on hold till energy audit and then reassess. One company declined to propose due to no cost benefit. Penrose positive about program.

RHA Web Presence –Nothing to report – on hold for now.

Process Improvement Meeting -will be scheduled for next week.

Replacement Items and Timeframes – keep on focus list but will not do this year.

Pilot Program –Due end of September – need to get on docket.

Resident Complaint Form any problems, please contact Mr. Burke. We are removing this from active list.

Pavilion Dedication -Superlative event handled by Ms. Hebert. Ladies from RTS were delighted by the plaque and so happy to be part of the dedication. Great night. Suggestion made by Mr. Coyle that dog biscuits be on hand for future Pavilion events. Mr. Liscio said "great, great, great job! Many thanks.

RFP Process and RFP for Meal Service – addressed earlier.

New Business

Food Rescue – Program that will bring leftover sandwiches, cookies, etc., to Congregate/Ballard for the pleasure of our residents that are within days of becoming expired. There are two major companies that will participate at this time. It has not yet been decided if we will do this, but resident interest was high.

Every Monday morning, while the season permits, there will be fresh vegetables brought to the Ballard Community Room at 10 AM for residents to take and enjoy. First come. First served.

"Too Good To Go" app. Will tell user if any restaurants/bakeries have food left at end of day for major discounts. Right now, only two locally and both are pizza places.

Mission Statement - Mr. Coyle will send suggestion to Board and open discussions.

Public Session

Carla Beene –Thank you for the wonderful BBQ. Pre-pandemic we had access to some food items in the pantry, but was not aware of the veggies on Monday.

Sandra Bearden – If we could tailor our site sign the way they appear at the malls, that should make it easier to get around property.

Marshall Ballou- Lovely BBQ. Session recently with Bob Hebert very interesting. Thank you. Concern about walkways, still. Ongoing work on bids, per Mr. Liscio.

Susan Proctor – Susan’s past business position would be a huge help for the newsletter planned by Ms. Hebert. Ms. Hebert delighted.

Phyllis Llorca- Picnic was great. Food from Starbucks would be wonderful and Phyllis would like to volunteer to clean out fridge at Ballard when needed.

Barbara Beaulieu- Busing Congregate folks to Ballard for festivities recently was terrific!! Problematic situation happened recently where she smelled grass burning. Terribly frightened and was also suffering from asthma attack at the same time. Made her way to office to report and was given phone so she could call police. They arrived, checked and thankfully all was fine. Doesn’t believe she was handled properly for the emergency. Mr. Liscio will investigate. Can walkways be cleared first in snow storms? Folks cannot get to their cars to dig out if the walks are not done. Where are the functioning cameras on the Ballard property. Mr. Liscio will familiarize himself and report. What is RHA Noviate? People living there. . .why/who? Ms. Hebert addressed that there are people living in the front section and are part of General Affordable.

Daphne Farmer – Not widely advertised, but where are the Community Gardens for residents? Where are the raised beds at Ballard. There is one Community Garden that appears to be full at this time. There are no raised beds at Ballard. There were a couple raised areas at Congregate, but flowers were planted there this year.

Don Gardner- Are we still looking at Direct TV? Carriage Barn has not been cleaned in years. Can we get someone over there or should Mr. Gardner handle himself? Package for him from FedEx in Alternate HS behind locked doors. Needs help getting to it. AC has been on all summer in the HS. Who is paying for that?

Nancy Higgins-Pass.

Krisann Benson –Robo calls – Newsletter – like both!

Nancy Nuzzo- Pass

Ms. Hebert shared that “**Comfort Dogs**” were coming to Ballard to “hang” with the residents on Thursday and share some of their stories like Sandy Hook. 12:00 Noon is the time and Pavilion is the place. Sounds like it could be a “howling” success!!!

The Board Moved to Executive Session at 8: 20PM.

The Board returned from Executive Session at 9:40 PM.

The Board voted on the following Resolution regarding an RFP:

Be it Resolved that the Ridgefield Housing Authority (RHA) is going to assess the current Management Company, The Simon Konover Company, aka Konover Residential Corporation (Konover) and alternatives, and as part of that process RHA will give the contractual 60-day notice of termination to Konover and release an RFP to evaluate all Management Companies.

A roll call vote was taken and every Commissioner voted yes.

A Motion to adjourn the meeting was made by Mr. Burke, seconded by Mr. Janerico, all Commissioners approved.

Meeting Adjourned at 9:45PM

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING SEPTEMBER 7, 2022

Minutes available in Hardcopy at Konover Office, Gilbert Street, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>

Audio . . . **available within the week.**