

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday December 2, 2020 at 8:00AM**  
**Meeting held via Conference Call**

**Conference Call 351 999 3184 (no code needed)**

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**Commissioners Present:** Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert  
**Board Guest:** Debra Franceschini  
**Residents:** Nancy Higgins, Coco Barrone

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

**A Motion to Approve Minutes** from November 18, 2020 was made by Ms. Hebert and seconded by Mr. Liscio - all approved.

**A Motion to Approve Financial Report** was made by Ms. Hebert and seconded by Mr. Liscio – all approved.

**A Motion to Adjourn Meeting** was made by Mr. Liscio and seconded by Mr. Janerico – all approved

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**Financial Report:** Mr. Janerico gave stats to Board but review not yet complete. Still researching outstanding receivable items. Ms. Hebert questioned under budget on revenue – was it driven by vacancies? Yes, but improvements being noted. Audit Review – Capital needs assessment work (elevator project) Boston Capital. Financing of elevator - need to work with Boston Capital on how do it. We can do the project, just have to plan the best way to finance either using Operating Reserve or Capital Reserves. There is money on hand or borrow from RHA as a last resort. Nothing came out of audit that requires specific tracking but you should see improvements going forward with vacancies and contract management. Ms. Hebert mentioned that should a present contractor need to be changed, the Board should discuss and approve. Her question was specifically focused on the change in vendor for snow removal. Ms. Hebert believed that a monetary amount should be placed on any new contracts and Board should approve anything exceeding that amount.

### **Old Business**

**Elevator** – Vendor on site and did confirm hydraulics are an issue. Vendor ordered parts. Mr. Liscio is in contact with the Resident Services Manager to ascertain how the residents are coping. Ms. Palmer stated that the residents are positive overall with food and mail deliveries going well. There is one resident that is unhappy and she is working with that resident to assist. Note that Fireman Log should be maintained so that adjustment of hours can be considered.

**Chairlift** - Ms. Robinson should order backup battery.

**Awning** - Mr. Coyle will check if the awning address update has been ordered. Plastic sheeting will be hung only if needed since it makes the walkway dark and blocks views.

**Pavilion** – Discrepancy of 5” overage on border close to Ballard Green. Mr. Coyle and Mr. Liscio working with the Zoning Board of Appeals. It has been noted that people in the park are sometimes using the pavilion so Mr. Liscio will look into some temporary signs to indicate private property while Ms. Hebert will investigate the more permanent signage as well as those to defray traffic.

**Emergency Planning; Tenant Election; Affordable Housing** were recently updated with no change as of now.

### **New Business**

**Budget for 2021** – Mr. Janerico questioned. Mr. Coyle will follow on this but believes it to be pretty straightforward except for capital projects. Ballard Green walkways should be included.

Meeting Adjourned at 8:45PM

Minutes Respectfully Submitted by Secretary Patricia Harney