

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, November 2, 2022 at 8:00AM**  
**Meeting held on Conference Call Line**  
805 706 5480

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**Commissioners Present:** Vincent Liscio, Paul Janerico, John Burke, Jan Hebert, Frank Coyle

**RHA Residents:** Nancy Higgins, Krisann Benson, Barbara Beaulieu

**REM Staff:** Harriet Polansky

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

**A Motion to Approve RHA Meeting Minutes** from October 26, 2022, as written, was made by Mr. Burke and seconded by Ms. Hebert All Board Members approved.

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

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Mr. Liscio welcomed our new Management Company – **REM - REAL ESTATE MASTERS**, for their first official meeting with Ms. Harriet Polansky, New Manager of the RHA Properties  
Mr. Janerico asked if he could stop by to sign cards for bank; Mr. Liscio also said he would be by today to sign them.

**Financial Report:** Mr. Janerico had given an update at our last meeting only one week ago, not enough time has passed for a new update. He did mention that he had many emails concerning transition and needs to understand them and speak with Ms. Polansky and Mr. Burke. There is no report at this time.

**Tenant Commissioner Report:** Nothing formal to report.

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**Old Business:**

**Carriage Barn Windows:** Ms. Polansky stated that the RFP that was started and recently reviewed will be the subject of a conference call with a long-standing contact of REM and also Eversource, to make sure the specs are OK. She also plans to advertise in the Danbury News Times, hopefully by end of week, for interested vendors and schedule walk throughs with potential vendors. Ms. Hebert asked if Eversource is paying for windows. No, but will offer incentives for other opportunities that may help our residents. They will also do some sort of a discounted price if we involve them in the process.

**Ballard Walkways** – Ms. Polansky will review RFP. Mr. Liscio will introduce her to Rudy Marconi, our Selectman, for Town contacts in the construction business.

**Solarizing** –On hold until after energy audit. Still waiting for Eversource report. Ms. Polansky has meeting with Doug to discuss issues that might be open before winter sets in. She is also checking on heating –has an HVAC specialist who can look at our systems.

**WIFI Expansion:** No change but readjusting requirements. Ballard would be better candidate than Congregate. Ridgefield Thrift Shop has given \$12K to fund this for Congregate site. Mr. Burke is researching other companies for Wi-Fi Mr. Coyle stated that depending on the cost, we may have to tap into our financial reserves which are housed at Fairfield County Bank. Ms. Polansky is designing bids for technical support Due to service not being as good in community room or RSC office – Mr. Burke offered help with that.

**Food Rescue:** Nothing new.

**RHA Web Presence:** No Facebook page for RHA at this point but will be topic for further discussion, along with Town website. Ms. Polansky believes a good presence on Facebook very important marketing tool.

**ARPA** – No news yet. Ms. Hebert will see if she can find out when next meeting will be.

**Emergency Plan:** Ms. Hebert will send Emergency Plan to Ms. Polansky for her review. It was never implemented due to COVID, staff transitions and absences. Had several people review including Fire Marshall; just impossible to put into place at that time. Ms. Hebert will arrange with Ms. Polansky to have a meeting, after Ms. Polansky has chance to read.

**HR:** Ms. Hebert has been included in reviewing candidates for the position of RSC. She will work with Susana Mendez, HR Manager for CHP, to narrow candidates and conduct personal interviews. One candidate has risen to the top due to experiences. There are ongoing interviews for an Assistant Manager.

**List of Additional Items:** Mr. Liscio noted that all on this list are important– Ms. Hebert mentioned cameras at Ballard Green and their status. Cameras are operable but more coverage is desired. Mr. Burke pointed out that a site map is very important. We will go forward with this, and all items going forward. Mr. Coyle informed the Board that RHA now has a membership in CONN NEHRO, (**The Connecticut Chapter of the National Association of Housing and Redevelopment Officials**). He believes a worthwhile organization and will give names of Board to this organization so invites can be given. Good info shared.

### **New Business**

**Board Meetings in Person:** Some residents would like these meetings to resume in person. Mr. Liscio stated that the Wednesday morning Board Meeting should stay remote to assist with any Board members needing to get to work. However, we can look at Wednesday evening meetings. He asked that Mr. Burke look into how we could have meetings in person while also covering remotely for those that cannot attend in person. Mr. Burke will check into it, but had some doubts about the reality at Congregate for virtual meetings due to Wi-Fi restrictions. Ms. Hebert pointed out the importance of having meetings at both locations. Mr. Coyle mentioned that most Boards of our type only have one meeting per month and offered suggestions. Mr. Burke will work on Zoom meetings at Ballard to see what may be viable.

**Holiday Gatherings:** Should these resume or should we wait another year, asked Mr. Liscio. Mr. Coyle asked Ms. Polansky to poll random residents as she saw them. Other thoughts and comments: Ms. Hebert feels some residents still have COVID concerns and would prefer to stay away from large gatherings. Maybe deliver a nice meal to them for Christmas. Mr. Burke very fond of the gift given last year and believes something of that type would be appropriate. Mr. Coyle favored an event. Ms. Polansky suggested a food truck. All ideas being considered.

NCL – National Charities League drops off food donations on the 3<sup>rd</sup> Thursday of the month and residents are invited to take whatever they want. Any leftovers will be put in Ballard Pantry.

Ms. Polansky was asked if she had anything she wanted to discuss and mentioned a couple items: she suggested it could benefit RHA to be involved with the local Rotary. She also noted there will be a new food service coming in next month and the new Chef plans to shadow the outgoing Chef this month.

Also, please make the Rent Checks out to Ridgefield Housing Authority and MAIL rent checks to the following address:

Real Estate Masters  
1235 Huntington Tpke.  
Trumbull, CT 06611

There is an outgoing mailbox next to the incoming mailboxes at Ballard and anything placed in box by 10AM will be postmarked that day.

A motion to adjourn was made by Mr. Coyle, seconded by Mr. Burke, all present voted in favor.  
The meeting was adjourned at 8:50AM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING November 16, 2022 AT 7:00PM**  
**Via Conference Call**

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

**AUDIO LINK:** <https://fccdl.in/QRW5Uy5UMa>