

Ridgefield Housing Authority Board Meeting
RHA Special Meeting
Approved Minutes
Wednesday, November 16, 2022 at 6:00PM
Meeting held on New Conference Call Number
805 706 5480

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

REM Present: Harriet Polansky

Attendees: Nancy Higgins, Susan Proctor, Phyllis Llorca, Nancy Nuzzo, Isette Brendza, Coco Barron, Rosemary Gasper, Louise Massie, Krisann Benson, Georgette. Colletto, Carla Beeney, Daniel Trouper, Clair Bacon, Barbara Beaulieu

The meeting was called to order by Mr. Liscio at 6:00PM

A Motion to Approve Minutes from November 2, as written, was made by Mr. Coyle and seconded by Mr. Burke; all present approved.

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

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

A Motion to Approve Sending Preliminary Budget to Boston Financial was made by Ms. Hebert and seconded by Mr. Janerico, all present approved.

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

Mr. Liscio began the Special Meeting at 6:00PM with request to Approve Minutes of November 2, 2022.

Management Report: Ms. Polansky made the following comments concerning this activity:

A thank you to the residents for their interest, welcome, and thoughtful comments. Interviewing for new RSC and Assistant Manager and training on the new PHA Web Management system. Reminder that rents due on the 1st with acceptance up to the 10th with no late fees for the months of November and December.

Delinquencies for October remain the same as last month.

Ballard Green: \$238

Congregate: \$4487

General: \$3765

Meadows: \$0

Total: \$8,490

Legal: Two Residents for Delinquencies

-Resident 1: The case was filed with the court on 10/25.

-Resident 2: NTQ for significant delinquency

Smaller Delinquencies totally: \$1,882

-A payment plan was established by Konover to address residents with smaller delinquencies totaling \$1,882.

Harriet is contacting those residents to review the payment terms and ensure timely payments.

Current Vacancies

4 vacancies.

-2 in the Congregate; ready for occupancy

-1 in Prospect Ridge, General, ready for occupancy

-1 at Ballard Green, not ready for occupancy

Upcoming Vacancies

-1, end of November

Waiting List:

-Ballard: 97

-Congregate: 23

-General: 78

-Meadows: 31

Work Orders:

73 work orders.

-72 completed. 1 outstanding (stove, temperature off by 2 degrees, checking to see if it's under warranty.)

-Average response time, within 24 hours.

Fire Marshal Report

-Violations have been cured expect for the heat detector in the community room, requesting quotes.

Snow Removal Contract was executed.

Capital Projects:

RFP for Windows for Carriage Barn

-The RFP ad is currently running in the Danbury Newstimes 11/14-11/18. All qualified firms are requested to email me or stop by the office for the full RFP including photos.

-RFP emailed to qualified contractors.

-Eversource to determine the window incentives. We should receive an LOA within the next 2 weeks.

Ballard Walkway – Nothing to report

Congregate

-Chef Breno, Winfield, contract executed. He will start December 1st.

-We welcome AJ Falero our new housekeeper and assistant maintenance technician to the Congregate.

Financial Report: Mr. Janerico just received financial statements yesterday and needs time to review.

Discussion ensued concerning the Boston Financial submission and the preliminary/final budget and the timing of both. There was a Motion to Approve sending the preliminary budget to Boston Financial with all Board Members in Approval. It was decided that the final budget should be sent no later than the first week in December; Mr. Coyle suggested that the Board have a meeting to review the budget with REM. November 30th is the target for that Special Meeting for the Board review.

Tenant Commissioner Report: Nothing to report at this time.

Old Business

Food Rescue: Nothing to report.

RHA Website/Facebook: Nothing at this time.

ARPA: Board of Finance approved that RHA will receive monies but a vote tonight will make it official – could be \$306+K.

Emergency Plan: Ms. Polansky thinks it looks great, but there has to be a bit more discussion to determine whether everything in plan is reasonable to accomplish. Ms. Hebert will meet with Ms. Polansky on this effort.

Staff Additions: Close with one individual and still interviewing for the other position. Waiting for just the right placements.

New Business

Aquila Donation of \$500 for Ballard Green. Discussion ensued as to whether a laptop (or two) could be purchased. Ms. Polansky looking into this and will advise.

Public Session

Coco Barron -Believes RHA should change handyman. Why was only Ballard Green and Congregate invited to event on November 14th?

Phyllis Llorca -No comment at this time.

Susan Proctor – Rescue food Tazza restaurant tosses out leftovers at end of day. Ms. Hebert will follow up on this. Asked about Ballard Green walkways. . .Mr. Liscio stated it was covered earlier in meeting. Nothing to report.

Georgette. Colletto – Nothing at this time.

Nancy Higgins- Thanks for all the hard work and best wishes to all for a Happy Thanksgiving.
Krisann Benson – Happy Thanksgiving
Nancy Nuzzo – Nothing
Carla Beeney -No
Isette Brendza – No
Daniel Trouper – No
Louise Massie - No
Rosemary Gasper – Happy Thanksgiving
Clair Bacon -No
Barbara Beaulieu – Computers – two ordered for Ballard Green and one for Congregate.

A motion to adjourn was made by Mr. Burke, second by Mr. Coyle, all present voted in favor.
The meeting was adjourned at 6:55 PM

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

NEXT MEETING DECEMBER 7, 2022 AT 8:00AM **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/P7equu1osM>