

**Ridgefield Housing Authority Board Meeting  
RHA Approved Minutes  
Wednesday, December 7, 2022 at 8:00PM  
Meeting held on Conference Call Number  
805 706 5480**

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**Commissioners Present:** Vincent Liscio, Frank Coyle, Paul Janerico, Jan Hebert (excused at 9:20)

**Commissioner Not Present:** John Burke

**REM Present:** Harriet Polansky, Wade Lockwood

**CT Housing Partners:** Robert Weiss

**Attendees:** Nancy Higgins, Susan Proctor, Coco Barron, Krisann Benson

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The meeting was called to order by Mr. Liscio at 8:03 AM

**A Motion to Approve Minutes** from November 16, as written, was made by Mr. Janerico and seconded by Ms. Hebert; all present approved.

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

**A Motion to Approve Financial Report** was made by Mr. Coyle and seconded by Mr. Liscio, all present approved.

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

Mr. Liscio called the meeting to order at 8:03am with a request for a Motion to Approve Meeting Minutes from November 16, 2022.

**Management Report:** Ms. Polansky started her report by naming the new hires within her organization: LaJoya Stanford, Resident Services Coordinator and Wade Lockwood, Sr. Property Mgr. There will also be two residents in legal. An in-person trial for 1 resident on 12/16. There are 5 vacant units – 1 in Ballard, 2 Congregate and 2 General. 75 Work Orders in November and all completed. Robert Weiss, CT Housing Partners, working with software people uploading receivables. Hopefully live next week with portal setup complete week after allowing residents to pay on line. Also have been working with Greg Konover to get records they still have transferred. Money in all bank accounts and again hoping to be on line next week and fully functional week after. There will be training sessions for Mr. Lockwood. Ms. Polansky has completed her sessions. At the moment there are some problems formatting the Monthly Financial Statements as they presently are. Mr. Weiss and Mr. Janerico will get together to work on financial statements. Mr. Weiss also needs access to mortgages on line to facilitate autopay. Will try to get them as close as possible. Believe when residents have Payment Portal there will be smaller issues going forward. We will have training sessions for residents. Ms. Polansky will have robo call to alert residents the proper “pay to” on their rent checks and also advise they should make sure their name, address and apartment number appear on the check. New Chief has begun and met with staff and residents to plan initial menus; and other important items. Also, if residents would like to take meals out of dining room, they should label their containers and when filled will be returned to fridge for pickup; good start. LaJoya will button up details with each resident. National Charity League lead will bring cookies to Ballard Green on 12/14 and excess will be brought to Congregate. There has been a Donation by Aquila Tax Solutions of Ridgefield of \$560 for computer tablets for residents. There will be two resident meetings on December 8, at 11AM in Congregate and 1PM in Ballard Green. Windows Project: 4 contractors approached – one doing lots with Eversource and the proposal due on Friday. Contacted Eversource for LOA's and Ms. Polansky would like the Board to review proposals. Board Comments: Ms. Hebert confirmed she gave Richard, former Chef, a gift; Mr. Janerico stated there are five vacancies. Ms. Polansky replied that there are several people on waitlist that need 3<sup>rd</sup> party verification and realizes this is a priority. Mr. Janerico asked if there were any issues with collections; yes, some. Mr. Coyle suggested that the top candidates on waiting list be verified before units become available and would like to see lists frozen. Mr. Liscio agreed but believes that's a bit further down the road.

**Financial Report:** Mr. Janerico reported that the October Analytics was just received and not prepared as of yet. Konover report is accurate; Vacancies 4 at end of October, now 5; receivables need lots of cleanup;

impressed with new team; transition going well; cash is light. Mr. Liscio asked if he sees difficulties with year-end financial reports? Robert will make records available through year-end; "tenant activity" doc – vendor records being supplied. Will be available for audit – no issues at this point.

**Tenant Commissioner:** John Burke absent from meeting. No report.

Mr. Liscio welcomed Mr. Lockwood to the meeting and RHA staff.

### **Old Business**

**Walkways and Carriage Barn Windows:** Mr. Liscio volunteered to review proposals. Some questions included – what is the timing on each project? Could be up to 6 weeks – windows will be boarded so residents do not have drafts. What about grants for this? Will ask town for recommendations on their vendors and when time permits look for grants – timing difficult now.

**WIFI Town:** is conducting a study to see if feasible to bring broadband to the town.

**Food Rescue:** Nothing new to report.

**RHA Web Presence/Facebook:** Put on hold till REM team has been on board for a while.

**Emergency Plan:** Ms. Hebert and Ms. Polansky will meet after the New Year to work on this.

**REM Hires:** Completed.

**ARPA:** - \$307k awarded. Will begin discussions on disbursement. That would have been the amount of monies RHA would have had if not for COVID. Ultimately will have to report to Town (Federal Gov't) on how funds were spent.

**Aquila Donation:** Ms. Polansky previously reported.

**Holiday/Christmas Parties/Gifts:** after some discussion, an idea to have the event after the first of the year gained favor. Mr. Coyle reported that previous events cost about \$2K and separate events for Congregate and Ballard Green would be more appropriate. We have funds in General or the \$12K Comcast fund is also available.

Other Old Business– Put in order and work on priorities. After discussion, Cameras in Ballard would be first and BG signs and map is second. Capital Needs Assessment was also discussed. They will be put on primary list for next meeting.

### **New Business**

**Budget Report:** Mr. Coyle reported that the new budget released yesterday. Snow plowing much higher at Meadows and considerably more in salaries and benefits. This is indicative of the value of new staff. Mr. Janerico stated that he was impressed with REM meeting – good topics and conversation. Mr. Weiss commented that the salaries/benefits were offset by previous management fees. Mr. Liscio stated that the Budget will be on next meeting's agenda.

**2023 Calendar:** There will be an extra meeting in March with only one in April to adjust to the religious holiday early in the month. We can cancel meetings with notice. We will have one meeting per month during the summer months.

Ms. Polansky reminded all that the office is open to residents anytime.

A motion to adjourn was made by Mr. Janerico, second by Mr. Liscio, all present voted in favor.  
The meeting was adjourned at 9:30AM

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING DECEMBER 21, 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/UjwAaQfzCp>

