

**RHA Meeting
Approved Minutes
Wednesday, March 29, 2023 at 8:00AM
Meeting held on Conference Call Line
805 706 5480**

Commissioners Present: Vincent Liscio, Paul Janerico, John Burke, Jan Hebert
REM Staff: Wade Rockwood, Robert Weiss
RHA Residents: Nancy Higgins, Krisann Benson
RHA Guest: Ed Baird

A Motion to Approve RHA Meeting Minutes from March 15, as written, was made by Mr. Liscio and was seconded by Mr. Burke - all present approved.

A Motion to Approve Management Report - made by Ms. Hebert and seconded by Mr. Burke – all present approved.

A Motion to Approve Tenant Commissioner Report – was made by Ms. Hebert and seconded by Mr. Liscio, all present approved.

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

Management Report: - Mr. Rockwood began his report with the following statistics: Mr. Janerico had previously asked that Mr. Rockwood take out credits, which is reflected below.

**Monthly Management Summary Report
Ridgefield Housing Authority
Reporting for March 28 2023
Meeting Date: March 29, 2023**

VACANCIES	Current	Upcoming
Ballard Green	1	1
Congregate	1	1
General	4	1
Meadows	0	0
Total	6	3

DELINQUENCIES	3/13/2023	3/28/2023	% Change			>30 Days
Ballard Green	\$ 768	\$ 1,026	-33.6%	↑		\$ 178
General	\$ 5,766	\$ 5,505	4.5%	↓		\$ 2,874
Congregate	\$ 790	\$ 5,341	576.1%	↑		\$ 2,185
Meadows	\$ 19,199	\$ 9,315	51.5%	↓		\$ 4,375
Total	\$ 26,523	\$ 21,187	20.1%	↓		\$ 9,612
LEGAL						
NTQ	0					
Revoked NTQ	0					
Summary Process of Eviction	0					

Court Ordered Stipulation Agreement	1
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WORK ORDERS - February 2023	
Incomplete Work Orders [Prior Month]	0
Work Orders Current Month	62
Completed Work Orders	60

WAITLIST	
Ballard Green	145
Congregate	35
General	116
Meadows	70

Congregate Meals	February
Meals Served in Dining Room	224
Meals Delivered / Picked up	656
Meals Saved	52
Meals Discarded	20
Total Meals Prepared	952

Ms. Hebert had a question concerning whether residents were coming into the dining room or picking up meals on counter or fridge. The numbers in dining room have slightly increased. A couple residents must have delivery, but most meals are picked up by aides.

Mr. Janerico made mention that he was happy about the downturn in delinquencies 60 to 90 days.

Financial Commentary- While Mr. Janerico cannot do full financial report at this time, he is working with Mr. Weiss to alter the present reports to include the data that was previously included. He has spoken to Jason about the upcoming audit which will commence on Monday. Audit beginning a bit earlier than usual and our Boston Financial submission still out a few weeks, so work with Mr. Weiss, Konover, Jason and himself will be executed. Ms. Burke asked questions concerning rents and Mr. Janerico will address off-line. Mr. Burke also asked will Commissioners get statements as in the past? Mr. Janerico stated that the Commissioners will get statements but not in the same format as previously since PHA Web not able to put statements in same format as previously and they will have to make adjustments. Mr. Weiss commented that PHA Web can only accommodate some adjustments but will not rewrite software to accommodate our requirements, so a give and take will be necessary. Have all accounts at Fairfield County Bank been set up? No, ARPA funds still outstanding, but reserve transfers to all accounts completed. Mr. Weiss asked if there's anything to share in reference to Jason's audit. Mr. Weiss stated that Jason will handle the majority of preparation. Maybe some issues relating to transition and they will collaborate. Mr. Liscio stated we need to confirm funds from ARPA deposited in Fairfield County Bank. No motion taken.

Tenant Commissioner Report: Mr. Burke has nothing to report. .residents appear content, Mr. Burke will work with Mr. Rockwood concerning COLA.

OLD BUSINES

Ballard Green Walkways – Mr. Rockwood waiting on 2 proposals from 2 different contractors. He mentioned, while attending a recent meeting, that Wallingford New Horizons was able to get their walkways financially covered. He will pursue. Mr. Burke mentioned that [WAY.com](#) did rubberized walks but they were

quite expensive, but concrete is also very expensive. Mr. Liscio inquired if anything new on re-used asphalt and Mr. Rockwood had nothing at this time.

Food Rescue – Ms. Hebert had nothing to report.

Emergency Plan – Ms. Hebert meeting with Mr. Rockwood and Ms. Stromwall to discuss plan and update.

Ballard Green Cameras – Mr. Rockwood looking at various solutions and has ordered a test camera. Mr. Janerico asked about our previous company and whether they could handle our present requirements. Mr. Rockwood will meet with original company, determine if we are paying a fee, and will discuss with Mr. Janerico offline.

BG Map/Signs – No update at this time.

Congregate Chairs – Sample chair arrived and residents are giving feedback.

New Commissioner Update – Ms. Hebert updated on two possible candidates and that they are both on other Boards and unable. Ed Baird, another candidate, is presently on the phone at this meeting.

Electronic Funds Transfer – for rent payments, etc. Several ideas presented but nothing rose to the top. The residents can use either of the two computers provided in each location to make their rent payments via the portal, or use their own personal computers. However, even with training and encouragement, there is resistance. Mr. Weiss and Mr. Lockwood were asked to develop a presentational offering to encourage the use of the portal.

Capital Needs – Mr. Baird, our visiting potential RHA Commissioner, was asked to give his opinion. Mr. Baird is a licensed professional engineer/mechanical engineer and has worked for, among other businesses, 10 years at Boeing and 12 years for the City of New York. Before he felt he could offer his opinions, he needed to see the properties and get a handle on the specifics and what contractors might be available, their products, reputations and the costs. **CNA:** We do have one bid of more than \$30K for the CNA. Mr. Coyle, who was the Commissioner handling this several years ago, sent Mr. Janerico documents that might be useful in making this decision. Mr. Janerico will meet with Mr. Coyle to garner insight and guidance. Mr. Rockwood would like to be included. Mr. Rockwood will forward RFP to Mr. Baird. We want to ensure we cover all Capital Improvements needed for some time.

Drop Box – This process is to store historic documentation in one central repository for use by designated Board Members and those they feel should access. We are considering using REM's system. Mr. Rockwood to follow with this and offer positives/negatives.

REM Application – On website now. . .not interactive, but available for download and use.

Solarizing – Mr. Janerico has call on this today to discuss (among other things) tax credits. It may now be more feasible for RHA to go to solar. Will also speak with Renee Dobos, who has experience dealing with this company. Can Boston Financial, or another company of this type, be involved in this process (to use tax credits that RHA can't use)

Other – Ms. Hebert questioned when we were planning on addressing the remaining items on this list. Can we use ARPA funds? Mr. Liscio stated that we were waiting for REM time to become settled in their RHA duties and responsibilities. We will have discussions on the "other" going forward.

New Business: None.

Executive Session

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Mr. Liscio stated that we would take a pass on having the Executive Session this time.

A motion to adjourn was made by Mr. Hebert, second by Mr. Burke, all present voted in favor.
The meeting was adjourned at 9:25 AM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING April 19, 2023 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/4qiZDS8Aaj>

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