

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, December 16th, 2020 at 7:00PM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

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

Management: Lola Robinson, Michelle Palmer

Residents: Susan Proctor, Nancy Higgins, Donald Gardner, Chris Ann Benson, Barbara (?)

The meeting was called to order by Mr. Coyle at 7:00 PM

A Motion to Approve Minutes from December 2nd, 2020 was made by Ms. Hebert and seconded by Mr. Janerico - all approved.

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

A Motion to Approve the Management Report was made by Mr. Janerico and seconded by Mr. Liscio.

A Motion to Adjourn Meeting was made by Ms. Hebert and seconded by Mr. Janerico – all approved. Meeting adjourned at 7:52PM.

Financial Report: Mr. Janerico stated there were revisions made to the Dec 11th Budget Meeting with Konover Management. He received them on the 14th. That the CNA (Capital Needs Assessment) had been sent out by Mr. Coyle. That Mr. Janerico only received 4 of the 6 financial reports for November and notified Konover of this. Therefore, no summary is available. Mr. Coyle commented that the CNA is a work in progress. Ms. Hebert asked for a meeting with Mr. Janerico to understand financials. Mr. Janerico agreed and stated he was also looking to correct some inconsistencies within the financial reports from Konover.

Management Report: Ms. Robinson reported that there are 10 Vacancies, that two new residents moved in yesterday, two more are waiting for approval, 1 has been denied and referred to RSP for guidance, there is one potential transfer and 4 prospects for another. Ms. Robinson reported that apartments at Prospect are difficult to rent out due to Elevator outage and stated that her Goal is to have all the General and Ballard apartments filled by January 31. There was discussion on the Rent Delinquencies. Ms. Hebert asked about the timing of the State moratorium on legal remedies. There was mention of the TRAPS program. Mr. Liscio mentioned a fund started at St. Mary's to help people in the Town of Ridgefield financially during this difficult time. He will send info and link to Ms. Robinson. Mr. Janerico requested that the 90 day Delinquencies be added to the report. Mr. Janerico also requested that a "Ready/Not Ready" section concerning Vacant apartments be added to the Management Report going forward. Discussion ensued. Ms. Hebert requested an update on when the COVID testing would occur and Ms. Robinson stated the 1st week of January. Ms. Hebert added later that the COVID testing is voluntary, but strongly encouraged and that the information would be kept confidential. Names would not be released. Ms. Robinson also stated that the work on the elevator begins as soon as the parts on order arrive, there will be no delay, repairs and Modernization will begin immediately. Ms. Robinson also reported on Lunch Deliveries, Trash Removal, Security, Laundry assistance,

Housekeeping and the ongoing assistance/service from the Fire Department personnel in moving Residents up and down the stairs, RHA is paying for this. That there is shopping assistance available and that notices of Resident Responsibility before and during snowstorms and snow removal went out to all the residents.

RSC Ms. Palmer reported that the Firemen have been there and been very helpful in not only moving residents up and down the stairs, but also assisting in carrying packages. Ms. Palmer also stated that there has been a letter writing campaign from within town to the Residents and that the residents are very happy to receive the letters. Also that the VAL Volunteers will be delivering Holiday meals to Ballard on this Saturday, the 19th and she is working on a date for Congregate.

OLD Business: Mr. Coyle stated that all items remain the same as per previous discussions. No updates. Mr. Coyle also stated that he had discussions with Doug who is in charge of Maintenance in regards to replacing the windows at Carriage Barn. This will be in 2021.

New Business: Mr. Coyle stated that New England Landscaping has been contracted for snow removal. It is an unlimited contract that includes all plowing, sanding, salting and shoveling of public walkways. The amount of the all-inclusive contract is \$50,000 for both sites. Hauling of snow away, or snow stacking, would be additional. Discussion ensued. Mr. Coyle also addressed having financial Guideline approval by the Board for Konover Management on projects. Mr. Janerico will make recommendations. Discussion ensued and positioning of cars to ensure optimal snow removal and positioning of snow so that melt and freezing will be less of a problem. Residents are asked NOT TO PARK along the Ballard Park side of the parking lot. Adjustments will be addressed as the need shows.

PUBLIC SESSION: Susan Proctor asked about parking and plowing. Questioned where to park and was instructed that parking by the HS for this storm was ok. Ms. Proctor also stated there has been an ice melt problem by building D and asked about Emergency procedures in case of power loss. Ms. Robinson stated the Community room would be open and available. Mr. Coyle stated that masks and distancing would be required. **Donald Gardner** commented on the severity of the storm coming and asked everyone to be helpful of one another. He has helped shovel some people out in the past. Thank you Donny! And Donald wishes everyone a great Holiday. **Chris Ann Benson** asked if there would be a choice between nasal and saliva COVID testing. Ms. Hebert explained that the saliva results were not dependable, that the Nasal would be in use, but that it would be the gentler version. Chris Ann commented on Visitor parking infractions and asked about Community room/Library room access during power outages. Discussion ensued. **Barbara Ballou** mentioned the 2 illegally parked cars in Visitor spaces and that more storm sticks need to be placed in D section to maximize space created to maneuver cars in. Barbara also thanked Lola for being a part of helping cure the flooding situation around E building with a drain. Mr. Coyle commented that was paid for by the RHA and was happy it was working well. She also asked about the Emergency Plan. Ms. Hebert said it is in its final stages and should be available in January for approval process. Mr. Coyle asked that it be sent to the Board first and then moved thru the approval process.

There was a **Motion to Adjourn** the meeting. Mr. Coyle closed the meeting at 7:52 PM

Minutes Respectfully Submitted by Vice Chairman Vincent Liscio