

Ridgefield Housing Authority  
Ridgefield, CT 06877

RHA Approved Meeting Minutes  
Wednesday, May 3, at 8:00AM  
On Conference Call  
**805 706 5480**

---

**Commissioners Present: Vincent Liscio, Paul Janerico, Jan Hebert**

**Guest: Ed Baird**

**Commissioner Absent: John Burke**

**REM Staff: Wade Rockwood, Robert Weiss**

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

---

**A Motion to Approve RHA Meeting Minutes** from April 19, as written, was made by Ms. Hebert and was seconded by Mr. Janerico - all present approved.

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

**A Motion to Approve Financial 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. Janerico - all present approved.

---

Mr. Liscio called the meeting to order at 8:00AM and asked for a Motion to approve the Minutes of 3/29. After approval, Mr. Liscio asked for a Management Update by Mr. Rockwood.

**Management Report:**

**Property Update**

Vacant Units - we have (2) vacancy in Congregate. We are completing unit turns, and actively showing the units. We have (2) vacancies in Ballard Green with one move in schedule for May 4th, and the 2nd move in for mid-May. We have a vacancy that is opening up at the end of May in Ballard Green. We have (3) vacancies in General Apartments, one is filled with move in of May 18th, and the other 2 we are performing unit turns, and actively showing the units. There are no vacancies in Meadows.

**Delinquency** - We continue to send out collection notices and perform phone outreach. We have several residents on payments plans to bring their balance current.

**Legal** - We have 2 Notice to quit, and 1 court ordered stipulation agreement.

**Annual Recertification** - We have been receiving packets back from residents. We had requested that all packets be provided to property management by April 7, 2023. As of May 2, 2023, we have received 92% of Ballard Green recertification packets and 98% of Congregate. We have been contacting residents via phone and in person to collect recert packets that have not been turned in. We are continuing to prepare the annual recertification with a renewal date of July 1, 2023.

Rents for Congregate: based upon the [current] 2024 budget for Congregate REM is not requesting a rent increase at this time. Further discussions with the Board and REM/CHP to reassess the budget approach used are being scheduled. Discussion ensued concerning the reason this position would not be beneficial in the long run. Further discussion is warranted. Mr. Janerico believes increases in rent would benefit the RHA campuses and a minimal rate increase at a minimum is necessary for delayed maintenance work that is needed.

Question concerning CNA and if we should give vendor copy of previous documents. Consensus is no. CNA will not be complete before we send budget report to State. Timing is immediate to go to the State. Mr. Rockwood will set up meeting to discuss and plan for this.

**Congregate Meals** - Will schedule meeting to discuss.

**Comparable for rent delinquencies**: Mr. Janerico requested that Mr. Rockwood show comparable for rent delinquencies from over 30 days to over 90 days and only show delinquencies once per month.

Notice to Quit - Ms. Hebert asked about when Notice to Quit is applied. That is done at 60 days, with going to Court about 30 days thereafter.

**Financial Report:** Mr. Janerico still hasn't seen final financial reports. Saw "draft" audit report sent to Boston Financial but final adjustments need to be made. He doesn't have final numbers for January, February, March.

**Audit Report** - Mr. Janerico feeling uncomfortable not having numbers. Really need to get back on track with compliance and expressed this to REM, who agreed. REM Accounting priorities are: finalize 12/31/22 Audit Reports (LP & RHA), 2023-2024 rate increase analysis & decision, 2023 monthly financial statements.

**Tenant Commissioner:** Mr. Burke out of town. No Report for this meeting.

**Ballard Green Walkways** - No update, but Ms. Hebert commented that the Board would like to help move this along. Can they do anything?

**Emergency Plan** - No update and will not be for a period of time. Should move to "Other" at this time till June 21<sup>st</sup>.

**BG Camera** - No Update – Move to "Other" for 6 weeks till June 21<sup>st</sup>.

**BG signs and MAP** - we are working on finding a vendor to print the Ballard Green MAP for delivery personnel. Ms. Hebert will contact a vendor she has used in the past to inquire about charges.

**Chairs for Congregate** - Chairs are to be delivered within the next 2 weeks. We received grant from the Ridgefield Thrift Shop for \$6,100 to pay for the congregate chairs. Recipients will be picking up the checks at an open house on May 22 from 3 pm to 6 pm. Special thanks to Vinny Liscio for his work on filing the grant application. Dining Room will also be painted prior to chair arrival.

**Capital Improvement Needs/CNA Date update** - The last capital needs assessment performed by On-site for the properties was completed in 2013, and redone for Meadows in 2016. It was decided not to share this information with the new company that wins the bid for the capital needs assessment RFP. The RFP was issued for Capital Needs Improvement with deadline of April 14th. We have finished reviewing the bids and would like to move forward with AEI for the Capital Needs Assessment. The final total cost is \$15,680 and will take 7 weeks from start to project management writeup and review. AEI has completed over 600 Capital needs assessment for housing authorities since 2014 with over 350 in the State of Connecticut.

**Dropbox** - all board members have been given access to the drop box folder for RHA. Property Management is in the process of adding relevant documents and moving forward will add to-DropBox.

**National Charity:** Would like to give RHA monies on May 24 at Eastridge. Ms. Hebert to attend.

**New Commissioner:** - Ed Baird is attending meeting today and is interested in being nominated for a Commissioner position. Mr. Liscio asked Board Members to comment: Ms. Hebert believes Mr. Baird's strong engineering background a plus; Mr. Janerico echoed Ms. Hebert and suggested we don't have process to approach issues needing engineering and Mr. Baird could guide Board in proper direction; Mr. Liscio agreed that Mr. Baird would be an oversight for CNA type issues. Mr. Baird suggested that he would need to look personally at each location and issue. Book knowledge is great, but gut is 50-50 in decision.

Mr. Liscio then asked each Board Member present to verbally decide on bringing Mr. Baird forward in the process of becoming an RHA Commissioner. All present replied in the affirmative. The next step will be a letter to Rudy and the Board of Selectmen; attend the meeting and vote.

**CNA Assessment with AI** – Mr. Rockwood will ask questions about increase in bid and if satisfactory, will go ahead and send contract. Approved verbally by Ms. Hebert, Mr. Janerico and Mr. Liscio.

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

**Next Meeting May 17, 2023 at 7PM**

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM Office at Prospect Ridge, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>

Audio/video link: <https://fccdl.in/Apczl9aH5t>

**The Resolutions can be found [here](#).**