

Ridgefield Housing Authority  
Ridgefield, CT 06877

RHA Approved Meeting Minutes  
Wednesday, September 6, 2023  
Meeting on Line - 18057065480

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**Commissioners Present:** Vincent Liscio, Paul Janerico, John Burke – (left at 8:45am), Ed Baird

**Commissioner Absent:** Jan Hebert

**REM Staff:** Wade Rockwood (arrived 8:08)

**RHA Resident:** Nancy Higgins

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**A motion to approve RHA Meeting Minutes** from August 16, with no changes, was made by Mr. Janerico and seconded by Mr. Baird-all present approved.

**A motion to approve RHA Meeting Minutes** from August 30, with no changes, was made by Mr. Janerico and seconded by Mr. Burke-all present approved, except Mr. Baird abstained.

**A motion to approve the Financial Report** was made by Mr. Burke and seconded by Mr. Liscio, all present approved.

**A motion to approve Management Report** was made by Mr. Janerico and seconded by Mr. Burke, -all present approved.

**A motion to read Resolution on Integrity Cleaning Service Agreement as sent to Commissioners** was made by Mr. Janerico and seconded by Mr. Burke, all present approved.

**A motion to Approve the Resolution for Integrity (the cleaning service) for Board signatures** was made by Mr. Janerico and seconded by Mr. Burke, all present approved.

**A motion to approve Tenant Commissioner Report** was made by Mr. Janerico and seconded by Mr. Baird, all present approved.

**A motion to add a New Business Item** was made by Mr. Liscio and seconded by Mr. Baird, all present approved.

**A motion to move into Executive Session** was made by Mr. Janerico and seconded by Mr. Baird– all present approved.

**A motion to move out of Executive Session and return to Public Session** was made by Mr. Janerico and seconded by Mr. Baird, all present approved.

**A motion was made to adjourn the RHA meeting** by Mr. Janerico and seconded by Mr. Baird-all present approved.

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Mr. Liscio began the Meeting by reading the Mission Statement. He then asked for Approval of Minutes from August 16 and Special Meeting August 30, which were approved. He then asked Mr. Janerico to report on Financial since Mr. Rockwood was slightly detained in traffic.

### **Financial Report**

Mr. Janerico indicated that he has received the year-to-date Financial Statements for all properties thru July 31, 2023 and is currently reviewing. Review of Meadows and General (and likely Ballard & Congregate) has identified four overarching areas that have been addressed to REM's CFO for his response, as follows:

- Budgets - budgets per the 7/31/23 PHA-web produced Income Statements (Meadows & General) do not agree with the approved budget. The expectation is that the budgets for all properties need to be reviewed and corrected within PHA-web for this discrepancy to provide an accurate evaluation of operational performance (actual vs budget analysis). Per REM's CFO, these will be reviewed and corrected with the August Financial Statements to be issued in mid-September.
- Payroll & Salaries vs. Mgmt. Fees - the 7/31/23 Income Statements (Meadows & General) have combined Payroll & Salaries within Mgmt. Fees in one expense account rather than breaking them out in the appropriate general ledger accounts consistent with the budget. This makes it difficult to evaluate Payroll & Salary actual expense activity against budgeted expectations as well as clouds

the evaluation of Mgmt. Fees per contractual terms (4.5% of revenue in the first year). Per REM's CFO, these accounts will be appropriately broken out according to budgeted expense lines to allow transparency in analysis. These will be adjusted within PHA-web to reflect properly on the August Financial Statements expected to be issued in mid-September.

- Replacement/Operational Reserves - analysis of the YTD 07/31/23 Financial Statements indicated an under funding of the reserve cash accounts from operational cash in line with budgeted expectations. Per REM's CFO, as a result of the transition from Konover to REM effective 11/01/22, reserves were not timely transferred as a number of other higher priority processes were being addressed. As a result, there were some catch-up reserve transfers for the last months of 2022 that occurred in early 2023 and in some cases not fully funded for 2023. Per REM's CFO, all reserves will be properly funded and reflected on the August Financial Statements expected to be issued in mid-September.
- Mortgage/Interest Payments - analysis of the YTD 07/31/23 Financial Statements indicated discrepancies between the debt service payments per the general ledger accounts vs the budgeted expectations. Per REM's CFO confirmation, all mortgage and interest payments due on the mortgages are up to date and will properly reflect in the August Financial Statements expected to be issued in mid-September.
- Mr. Janerico indicated his review of the financial statements will continue with the detail review of Ballard Green & Congregate with the expectation that the items mentioned above will also need to be addressed for these properties. REM's CFO will seek to address these items on the August Financial Statements expected to be issued in mid-September. Mr. Janerico will ensure these items are resolved for all properties with the issuance of the August Financial Statements and will update the Commissioners on the status in subsequent meetings. In addition, and once budgeted line items are properly reflected in PHA-web, Mr. Janerico will evaluate the performance of the RHA properties relative to the budgeted plan reporting significant deviations to the Commissioners.
- Mr. Janerico invited Commissioners to share any concerns they might have, given the 07/31/23 financial statements provided.
- Mr. Burke requested that Check Registers be provided by REM as part of the monthly reporting package. Additionally, he requested that PHA-web access be given to the Commissioners via a read only user-ID.
- Mr. Liscio asked about the status of preliminary discussions with Boston Financial and their expiring limited partnership role, which are informal at this time through REM and nothing specific to report.

### **Management Report**

As of today, they have no vacancies at Ballard Green or Meadows and are at 100%. There is one vacancy in Congregate with move in to occur on September 15th, and two vacancies at General Apartments that are actively being shown, and the 2nd unit will be occupied by September 15th. Currently at 98% occupancy for all developments.

There has been some turnover of staff recently which has allowed the opportunity to re-evaluate. Wesley Robinson has been reassigned to assist with property management, and we have secured the housekeeping and custodial services of Integrity Cleaning as our custodial/maintenance person resigned for personal reasons. It is the hope that the new housekeeping and custodial service will provide a reliable and better-quality housekeeping and custodial service for our residents.

### **Tenant Commissioner Report**

A few comments: 1. Update of all tenants from Mr. Rockwood. 2. Disagreement with another resident concerning pets. 3. Food Service at Congregate lost their chef – what is being done to make this seamless until chef returns or new chef assigned? Mr. Rockwood has regular meetings with vendor, along with Ms. Stromwall, to approve menus, try new foods and share comments from residents. There is always a “chef” on duty, but there are issues with turnover. Mixed reviews from residents.

### **Old Business**

**Ballard Green Walkway** - Currently in the process of creating the bid for the Ballard Green

walkways to address the cracks, uneven and raised areas filled with asphalt product. Plan to have the bid completed within the next two weeks and seek out proposals. A more permanent situation will be looking for grants in April to secure funding.

**Emergency plan** - No Update this meeting.

**Ballard Green Cameras** - No update this meeting.

**Capital Needs Assessment** - Meeting scheduled for September 6th to review CNA Report with Ed, and Doug. John Burke has scheduling conflict but provided his input.

JB asked if pictures could be placed in Drop Box of the different projects identified by CNA. Yes.

PJ suggested that a list of capital improvements be identified. Yes, but that takes a bit of time.

What about routine maintenance items on property? Before next meeting, please give Mr. Rockwood any items you believe to be a priority.

Coordinate CNA with Robert to adjust funds timing.

**Hybrid Meetings/Equipment** – Plans to purchase a projector to present meetings going forward. Computer will be hooked up to projector to utilize speakers, and the all-in-one Tongva web camera will be used. Also purchased a zoom conference number. Tests will be performed once the projector has been ordered and received.

**Contracts/leases/Insurance** – Mr. Rockwood met with Jan Herbert last week to review the leases with the Marine Corp, Meals on Wheels, The Alternate HS, The Garden Club, and the 34 Catoonah Street License. After the Alternate HS presentation last week, Mr. Rockwood spoke with Dr. DaSilva informing her a copy of the Certificate of Insurance with RHA was needed as additional insured. She provided him with a copy of the COI on September 5th. Mr. Rockwood will reach out to the other lease holders to get the insurance information.

**27 Abbott Avenue** – Meeting planned in September; however, rumors are that project is not going to happen.

**Other** – Will be addressed during CNA piece.

### **New Business**

A Request was approved to add FAOI to the Agenda by all present

Renee Dobos challenged if we were private or public? Russell Blair, Director of Ed & Communication for CT FOIA, who is taking over for Tom Hennick, has advised RHA on how to proceed and RHA will follow his directions.

PJ – Is everything in Drop Box available for access, if necessary. Mr. Rockwood will put in RHA Commissioners.

**MOVE TO EXECUTIVE SESSION** at 8:49AM

**RETURN FROM EXECUTIVE SESSION** at 9:34AM

The meeting was adjourned at 9:35AM.

RHA Meeting Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

**Next Meeting September 20, 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/RuuDnxVMCU>