

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, January 6, 2021 at 8:00AM
Meeting held via Conference Call
Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert
Residents: Nancy Higgins, Chris Ann Benson.
Commission on Aging: Debra Franceschini

The meeting was called to order by Mr. Coyle at 8:00 AM

A Motion to Approve Minutes with adjustments from December 16th, 2020 was made by Mr. Mr. Janerico and seconded by Ms. Hebert - all approved.

A Motion was made that "Any contractual or other expenses above Five Thousand Dollars (\$5,000.00) will be presented to the RHA Chairman and Treasurer for approval prior to signing and accepting as a Bid." This notification and presentation would come from the then current Management Company.

A Motion to Adjourn Meeting was made by Ms. Hebert and seconded by Mr. Janerico – all approved. Meeting adjourned at 8:32 AM.

Financial Report: Mr. Janerico reported that he had received the missing portion of reports due in from Konover and the only difference for October/November was a large reduction in AR due to the late subsidies payment by the State. The remainder of the report was:

This summary expenses with capital expenditures, debt repayment and additions to reserves.

The detailed chart of RHA units breaks out cap ex, debt repayment and payment into reserves.

RHA LP (YTD including Ballard Green, Congregate & General Affordable)

Revenue:	\$1,048k, \$ 44k under budget
Expenses:	\$1,018k, \$211k below budget (Cap Ex, Vacancy, Salaries, Congregate, Maintenance, Contract Service (- Cleaning -Security +Snow)
Cash flow:	\$ 30k, \$155k above budget
Cash balance:	\$362k, \$124k higher this month
Replacement reserve:	\$719k, \$ 12k higher this month (\$585k + \$134k)
Operating reserve:	\$369k, no change this month
Long term mortgages/loan	\$6.2m, \$ 2k lower this month (\$0.6m FCB, \$3.9m DECD, \$1.0m HTCC, \$0.3m CHFA, \$0.4m FHLB)

Meadows (YTD)

Revenue: \$279k, on budget

Expenses:	\$245k, \$39k below budget (Cap ex).
Cash Flow:	\$ 33k, \$40k above budget
Cash balance:	\$101k, \$ 5k higher this month
Replacement reserve:	\$190k, \$ 2k higher this month
Long term mortgages:	\$1.6m, \$ 5k lower this month
RHA funds infused to date	\$201k, no change this month

RHA

Cash balance: \$451k, no change this month (including \$12.4k Comcast)

Further discussion ensued between Ms. Hebert and Mr. Janerico in regards to additional opportunities for support and subsidies.

Mr. Coyle reported that the funds (Two Hundred Thousand Dollars) have been released from Replacement Reserve for the Elevator project and that the Partner Distribution is also being done.

Discussion ensued in regards to the management company clearing all expenditure for any project over a certain amount with the RHA Board. A motion was passed.

Old Business:

The Zoning Board of Appeals approved the variance for the Pavilion.

Concerning the contract project for elevator, the piston will be within the next three weeks and then the Modernization. Elevator will be in Partial use during Modernization. Usage will be at a minimum so not to interfere with project completion. Ms. Robinson of Konover has sent out notices in regards to Mobile Yellow Chair usage and progress.

There had been a COVID case at Congregate. Appropriate measures were taken.

Ballard Green signs for the Pavilion will be discussed and proposed by Ms. Hebert and Mr. Liscio.

Tenant Commissioner update: In process. No residents have yet stepped up for position.

Affordable Housing Project is waiting for State approval of funds for feasibility study.

Emergency Plan is nearly finished. Ms. Hebert will suggest adding a provision for Ballard Green Emergency's during power outages.

Snow removal is an all-inclusive contract for both properties.

Nothing new to discuss in regards to Congregate Awning/paint/re-off/plantings; Walk around, Cameras, BG Map and BG walkways.

New Business: MOW complete except for Electrical Box update by Eversource.

COVID testing at campuses has begun and we are awaiting State instructions on Vaccine distribution to our residents.

There was no Public session.

The meeting was adjourned by Mr. Coyle at 8:32 AM

Minutes Respectfully Submitted by Vice Chairman Vincent Liscio