

Ridgefield Housing Authority
Ridgefield, CT 06877

RHA Approved Meeting Minutes
Wednesday, November 1, 2023
Meeting Via Zoom – 305 224-1968 (266 192 1953)

Commissioners Present: Paul Janerico, Jan Hebert, John Burke, Ed Baird

REM Staff: Wade Rockwood,

RHA Resident: Nancy Higgins, Krisann Benson

A motion to approve RHA Meeting Minutes from October 18, 2023, with no changes, was made by Mr. Janerico and seconded by Mr. Burke, all present approved.

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

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

The Board moved out of Executive Session and returned to Public Session

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

Ms. Hebert acting for Mr. Liscio due to his absence for critical family health situation. Ms. Hebert read the Mission Statement aloud and then requested a Motion to accept Meeting Minutes of October 18, 2023. This was accomplished.

Management Report: It had been previously determined that it would be more beneficial to have Mr. Rockwood and Ms. Stromwall deliver their respective reports at the evening meeting later in the month when residents were more likely to attend. Ms. Hebert did relay this but asked that Mr. Rockwood give comments later in the meeting during Old Business.

"Financial Report: Mr. Janerico stated that he is continuing to develop an analytic to review budget line items at a category level consistent with budgeting approach but it's currently a very manual process such that it is not where he wants to be with the reports just yet. He has recently been given access and is now able to pull reports directly from PHA-Web, download into Excel and develop a high-level summary. Since it's such a manual process, he needs to validate the numbers before further analysis in a similar summary as was done in 2022, which was significantly automated by the old system. PHA Web doesn't present financial information other than in very broad categories (e.g., Income and Expense) as opposed to category summary level the way budgets are created. Through September, LP revenues YTD are \$1,224MM – slightly below budget due to vacancies though within reason; Expenses of \$1,076MM – below budget; Cash Balance \$168K; and Reserves \$1,078MM; long term loans consistent with past reports. Meadows right on target relative to budget with revenues at \$246k; expenses at \$192k; cash \$40k; and reserves at \$312k. Hoped to present on Zoom, but technical/knowledge of the system and how it worked prevented this since he wanted to pull up each report to discuss how he planned to handle it. Mr. Burke stated he had several questions for Mr. Janerico and would email them. However, noted that Congregate only has \$1,400 in cash – are they being subsidized by others? Mr. Janerico replied that was and has always been the case under the LP structure. Mr. Burke asked if Meadows was at \$1M cash. Mr. Janerico indicated that this figure combines Meadows operating cash \$40k and cash reserves \$312k for future capital improvements with RHA stand-alone that includes ARPA funds not to be co-mingled with LP entities. PHA-Web presents all of this under a "Meadows Consolidated" heading on reports, which may be misleading. Ms. Hebert asked if there was anything he discovered that we should be concerned about? No, but items like the underground oil tank, legal actions, etc., can be draining and may require accessing replacement and/or operating reserves since normal operating income may not be sufficient."

Tenant Commissioner: Nothing to report at this time.

Old Business

Ballard Green Walkways – no further update at this time.

Emergency Plan – Meetings are being held to refine items covered in the Plan

Camera Project at Ballard Green and Congregate – Three vendors responded to the RFP. One vendor was taken out of consideration due to extremely high bid with two vendors remaining in consideration, Solar Link and Open Systems. Solar Link suggested 8 cameras at Ballard Green and 15 at Prospect Ridge and Meadows with an estimate of \$15,970 with an annual subscription of \$6K. Open Systems suggests 7 additional cameras at Ballard Green using the existing cameras and 12 at Prospect Ridge. Access via database – Vigilant Camera System – fee for additional cameras. Solar cameras - \$2K one time fee with \$25 a month. One time charge of \$21K – no annual fee incurred. Mr. Rockwood suggests we move forward with Open Systems. He plans to set limitations on system since our present system is on Doug's cell phone and now will be databased. Mr. Burke asked if cameras will be on each floor at Congregate – yes, Also, are you planning to cover all parking lots, yes. Mr. Rockwood will present this to Mr. Liscio and request his approval to move forward with Open System.

CNA Updates – Has had to be rescheduled due to Doug's schedule. Mr. Janerico asked about payments as some CNA items become due. Will he need to make funds available on ongoing maintenance items or will payment be made out of ordinary funds?

Alternate HS – No updates at this time.

Hybrid Meetings – Nothing to report at this time.

Congregate Underground Tank – Diesel vs. Oil? Company that does generator runs off diesel – would add 10-gallon day fuel tank and upgrade to 25 gallons with copper piping – only black iron or stainless steel, add weather proofing. New tanks outside garage on slabs – old tank out by 11/20 and project completed by 12/20 or will be fined. Mr. Baird was asked to give his analysis of the situation and discussions ensued. Mr. Baird's suggestion for plumbing fuel lines and should be updated as per recommendation by generator company. Project guesstimated at \$10K. Mr. Janerico asked what potential fine might look like - \$1K. Ms. Hebert asked Mr. Rockwood to give Mr. Liscio a complete update and ask for his approval to proceed.

Ms. Hebert then asked for a vote to go into Executive Session at 8:48AM.

Board returned to meeting at 9:53AM.

Meeting adjourned at 9:54AM.

RHA Motions Respectfully submitted by Patricia Harney, Recording Secretary.

Next Meeting November 15, 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: Due to technical and human issues, the audio was inadvertently dropped when a transfer to another Board Member was initiated. We have established a backup plan going forward.