

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, January 20, 2021 at 7:00PM**  
**Meeting held via Conference Call**  
**Conference Call 351 999 3184 (no code needed)**

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**Commissioners Present:** Frank Coyle, Vincent Liscio, Paul Janerico, Jan Hebert  
**Residents:** Nancy Higgins, Chris Ann Benson, Coco Barron, Marshall Ballou, Barbara Beaulieu

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

**A Motion to Approve Minutes** from January 6, 2021 was made by Mr. Liscio and seconded by Ms. Hebert - all approved.

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

**A Motion to Approve Management Report** was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

**A Motion to Adjoin Meeting** was made by Ms. Hebert and seconded by Mr. Janerico – all approved.

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**Financial Report:** Mr. Janerico provided the following details on the report:

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

Revenue:	\$1,131k, \$ 76k under budget (Vacancy & Concession, Lease Loss, Gov Reimb)
Expenses:	\$1,033k, \$299k below budget (Cap Ex, Salaries, Congregate, Contract Service (-Security +Snow), Mgmt.)
Cash flow:	\$ 98k, \$223k above budget
Cash balance:	\$ 258k, \$104k lower this month
Replacement reserve:	\$ 521k, \$198k lower this month (\$585k + \$146k - \$210k)
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:	\$303k, on budget
Expenses:	\$271k, \$38k below budget (Cap ex, -Salaries-Legal-Contract Service(-Cleaning –Security +Snow-Turnover Repairs) -Maint. -Mgmt).
Cash Flow:	\$ 32k, \$38k above budget
Cash balance:	\$ 97k, \$ 4k lower this month
Replacement reserve:	\$192k, \$ 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: \$662k, \$212 higher this month due to Developer Fee payment from LP to RHA (also includes \$12.4k Comcast)

**Management Report:** Due to the absence of both Konover managers, Mr. Coyle presented highlights from the Management Report previously submitted by Ms. Robinson. There are 11 vacancies - 6 at Congregate; 1 at Ballard and 3 General. Discussion ensued concerning what could be done to assist Ms. Robinson with vetting of potential tenants so the process can move along more quickly. Since 2<sup>nd</sup> in office resigned this week and the covering of that position has been sporadic for several months, it was suggested and Konover office be solicited to have someone from their office supplement coverage until a permanent employee be located and trained or the RSC from Congregate do additional duties. After discussion, it was decided that looking for a permanent and qualified individual was the route to take. Late payments (7), of varying amounts, have also been recorded and while we do tell residents what help is available to them at difficult times, it would behoove us to have the office review and follow with each delinquent resident to ensure they are aware of opportunities and have made the proper contacts.

**Elevator:** Piston has been ordered and should be delivered and installed soon which will permit elevator to be operations Monday-Wednesday-Friday from 8 to 10 affording residents some flexibility. Modernization electronics will also start soon.

**Other Services:** Still being provided at Congregate. Security, UPS, FedEx, Mail delivery, housekeeping, et.al.

**Work Orders:** All up to date at this time.

**Old Business:**

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

Tenant Commissioner update: In process. Pat Harney updated all on dates for nominations and elections. Mr. Coyle had some feedback and will send to Pat for inclusion and distribution of the election packages.

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

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

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

**New Business:**

Ms. Hebert shared information on where to learn about vaccine injections and how to make arrangements. On Google, search Department of Public Health – Covid Vaccines and fill out application for anyone 75 or older. DPH will send two emails. . one verifying receipt and the other giving options for vaccination. It also lists the various locations that are dispensing vaccines, but probably all need pre-registration.

**Public Session:**

**Coco Barron** – A thank you to Board. Wants to advise that phone not being picked up in office. At times because office has closed but residents not notified, but at times calls are not being returned. Mr. Coyle advised that he will discuss the situation with Konover Management. Can we source backup for office with the Labor Department which may be able to help and can we bring back Phil? Phil and Konover parted ways and that's not possible.

**ChrisAnn Benson** – Not available at end of meeting.

**Nancy Higgins** – Thank You.

**Marshall Ballou** – Sent suggestions for Tenant Commissioner to Mr. Liscio. Can we post Meeting Minutes somewhere so they don't have to access on Town site? Will look into some alternatives for residents.

**Barbara Beaulieu** – Have all the listings of potential renters been exhausted? Perhaps there are other places where we can advertise availability when lists is exhausted. Suggest using a sales person for second seat in office. Also, residents have been advised not to call office, but to send an email instead. Mr. Coyle will look into this since he was not aware.

The meeting was adjourned by Mr. Coyle at 8:05 PM

Minutes Respectfully Submitted by Secretary Patricia Harney