

**Ridgefield Housing Authority Board Meeting
RHA Unapproved Meeting Minutes of February 15, 2023 at 7:00PM
Meeting held on New Conference Call Number
805 706 5480**

Commissioners Present: Vincent Liscio, Paul Janerico, John Burke

Commissioner Not Present: Jan Hebert

REM Present: Wade Rockwood, Monica Stromwall

Attendees: Nancy Higgins, Susan Proctor, Coco Barron, Krisann Benson, Isette Brendza, Nancy Nuzzo

New Commissioner Candidate: Derick Schirm

The meeting was called to order by Mr. Liscio at 7:04PM (late start due to audio difficulties)

A Motion to Approve Minutes from February 1, 2023, (as written) was made by Mr. Janerico and seconded by Mr. Burke; 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 Adjourn to Executive Session was made by Mr. Janerico and seconded by Mr. Burke, all present approved.

A Motion to Adjourn Meeting was made by Mr. Burke, seconded by Mr. Janerico, all present approved.

Management Report:

Delinquencies - We will continue to send out collection notices and perform phone outreach. We started scheduling meetings with a few tenants with outstanding balances to discuss their ledgers. Overall, 52% down from 2 weeks ago. Annual Recertifications - We are currently processing annual recertifications for General and Meadows, and plan to send recertification packets to Congregate and Ballard Green starting in March. Vacant Units - we have one vacancy in congregare. We are currently processing an applicant. We filled

one vacant Ballard Green unit with a transfer. The one Ballard Green unit that became available January 31st is in process of being turned. We have 3 vacancies in General Apartments, one of which is a market rate unit, and one became available on February 10th. We are currently processing 2 applicants for 2 of the units. There are no vacancies in Meadows. Legal – no legal issues. UniteCT paid a portion of the one remaining resident issue and resident has agreed to pay the difference. Congregate Meal Service – Mr. Rockwood had a meeting with RSC Monica, and Breno and Chris from Winfield Street deli to improve the variety of food that is being provided to congregare. Total meals served 1,178 for the month. Announcement from the Governor that there are funds being made available to renters to assist with their payments. Call 1 844 864 8328 to be screened for eligibility. The tenant portal has launched, residents can pay on line, pay ACH, as well as look at their own tenant registers.

RSC Update: Ms. Stromwall started by noting that there was an increase in diners in the DR. She plans to spend Tuesday and Thursday at Ballard Green and Monday, Wednesday and Friday at Congregate. Ms. Stromwall noted the following planned activities – Ridgefield Symphony, Woman's Club, Ridgefield Police safety talks, Library tutorials to include hands on with Google and Gmail, etc. Boy Scouts volunteer programs,

Aldrich Museum and Prospect Theater. She is active in doing daily assessments and becoming comfortable learning about the residents and their feelings. Mr. Liscio applauded Ms. Stromwall's report.

Financial Report

Mr. Janerico stated that he received 12/31/22 financials, however, difficulties with new format. He is not able to see everything broken out. Mr. Rockwood will have meeting with Mr. Weiss to review format with comparative reports of Konover to see how they can be brought closer together.

Tenant Commissioner Report

Mr. Burke had no activity to report this month, however, had a few questions: Why does Meadows have a \$250K suspense (Mr. Liscio interjected that not enough info to answer at this time but would take it offline). Why is snow removal \$12K per month with no snow (Mr. Liscio noted that is the contract that was signed) Management Fees and what is included – Mr. Rockwood will investigate particulars and update. Mr. Burke is also working with Mr. Rockwall on tenant portals.

Old Business

Ballard Walkways: Mr. Rockwood said he hasn't heard from Jake Muller from Town concerning their use of contractors for walkways. So far only one bid late last week. Grants were checked but not successful. Will try another approach.

Carriage Barn Windows: Mr. Rockwall will speak to Mr. Weiss about monies needed and how payments will be structured. Been no update but all in line and moving forward with a mid-March installation.

Food Rescue: No report at this time.

Emergency Plan: Mr. Rockwall and Ms. Stromwall believe they can manage the execution of the Plan. Suggested that a Call Sheet be added as well as Emergency Contact Sheet for residents. The Plan should be updated to eliminate references to Konover.

BG Cameras: reached out to Security Solutions. Meeting will be held.

BG Maps and Signs: No update at this time.

Chairs for Dining Room: Planned to purchase one chair, however, vendor wouldn't send only one, so four are on order to test with.

New Commissioner Opening: Derick Schirm, a potential candidate, at meeting this evening and will be interviewed at an Executive Session later tonight.

Electronic Funds Transfer for Rent: No activity at this time.

CNA Capital Improvement Needs: Reached out to "On-Site" and they provided several quotes which was very expensive (\$30-35K). CNA's for all locals will have further discussions. Forward any quotes to Mr. Liscio.

Drop Box: Will discuss more going forward. Mr. Janerico stated that Drop Box and other programs of this type are explained on the Internet.

Solarizing: Mr. Janerico has a scheduled call next week to discuss with "Pierpont".

New Business

REM Application for new residents needs to be put on Town Site.

Public Session

Coco Barron: Suggest Board Members identify themselves with their name, title and time for new residents. Needs another Commissioner to represent residents in the Congregate housing area and can relate to their situations specifically. Why is apartment 14C vacant for so long? Sending rent payments to Office is much easier for residents. REM company is excellent.

Susan Proctor: Re Emergency Plans – will there be fire drills planned (yes, believe so, but plan needs to be approved before any activities of this type will be scheduled). Why was Orkin on property? Sightings of mice. . .this is to remove that activity.

Nancy Higgins: There will always be bumps and we have to be patient. New Management team is wonderful, as is the Board. Thank you.

Isette Brendza: Will not be unladylike – apologize for situation in the past. Will we do Senior Clean-up Day? Zurick Re helped with gardens in the past. Lounsbury doing senior luncheons again, can we participate? Ms. Stromwall indicated that Lounsbury is doing less this year, however, RHA on list for invites. Phone access to meetings very expensive - \$1 per minute. Mr. Burke stated that contact with the

carrier should relieve that financial pressure. Also, Mr. Rockwood doing a great job, however, not sure he's getting enough support. Mr. Rockwood stated that he does have a temp in the office while the Assistant Manager is on paternity leave.

Nancy Nuzzo: Nothing to report.

Krisann Benson: Seconds Motion concerning management team.

Executive Session:

Board moved to Executive Session at 8:15PM.

Board re-entered Public Session at 9:24PM.

A motion to adjourn was made by Mr. Burke, seconded by Mr. Janerico, all present voted in favor

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING March 1, 2023 AT 8:00AM
Via Conference Call**

Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town site: <https://www.ridgefieldct.org/housing-authority>

AUDIO LINK: <https://fccdl.in/fBURa0LAB0>