

Ridgefield Housing Authority
Ridgefield, CT 06877

RHA Unapproved Meeting Minutes
Wednesday, October 4, 2023
Meeting on Line - 18057065480

Commissioners Present: Vincent Liscio, 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 September 20, with no changes, was made by Ms. Hebert and seconded by Mr. Burke, all present approved.

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

Mr. Liscio began the meeting at 7:00PM by reading the Mission Statement. He then asked for approval of meeting minutes from September 20, 2023. Ms. Hebert stated that she did not receive minutes and she was advised that an additional copy was sent with invitation to meeting by Mr. Liscio.

Management Report

There is no formal Management Report due to Mr. Rockwood's vacation recently, but he was available for questions concerning different projects. Mr. Liscio stated that he wanted to review Oil Tank/DEEP later in the meeting. Mr. Burke questioned why bushes were not trimmed. Mr. Rockwood stated that the landscaping company was scheduled to do first thing this week, but had to leave for an emergency situation and would reschedule.

No vote on this necessary (Liscio)

Financial Report

Mr. Janerico did not have a formal report but had some questions for the Board. As far as the oil tank removal, have there been any costs to date? - No, per Mr. Rockwood. How about environmental? We must put this on Boston Financial radar. How come we didn't know about this before? Previous CNA didn't point this out but should be an item on the next CNA so we can watch for the future. No need to vote - (Liscio)

Tenant Commissioner Report

Mr. Burke stated that he didn't have a formal report, just a couple comments that he reported on at last meeting. . .the hedge situation, moving cars, dog position - should not play on grounds but should go to park and policy on lease about animals should be enforced.

No need to vote on this (Liscio)

Old Business

Ballard Walkways -No updates this meeting.

Emergency Plan - Meetings will commence again after vacations. Fire Marshall asked about notes in Congregate apartments with instructions on how to exit building. Mr. Rockwood will supply and also place copy in Drop Box (Mr. Janerico).

Ballard Green Cameras - Have received three quotes and has reviewed one with vendor, will set meeting with others after review of bid. Plans to increase camera footage at BG and Congregate, outside Meadows, parking lots and walking paths. Need to understand cost of implementation and monthly costs. Mr. Liscio requested mapping of each location and Ms. Hebert questioned how long recordings were planned to be saved.

CNA - Review and discussions - Not completed as yet. We need to make choices for next year but have started on work orders for items we can complete now. Mr. Baird, Mr. Rockwood and Doug will continue to meet regularly to review potential adds to list. Mr. Liscio would like individual updates for each CNA project. Also, look for things in "other" to incorporate into the active list. We want to do these items to completion. Would like to sit with Mr. Janerico and Mr. Rockwood to review items and determine their funding. Mr. Baird wants to look at mechanicals of each location to determine critical repairs and also non critical repairs to determine costs. Doug can assist with this. Ultimately combine elements of CNA and those items not included on the list. We want a centralized list of all items with timelines. Mr. Burke questioned Boston Capital and Mr. Liscio stated that will be covered in an Executive Session.

Congregate Underground Fuel Tank – Surprise inspection by DEEP concerning the 4,000-gallon oil tank at Prospect Ridge that supports generator. It is functioning properly (we believe), but its life has expired in 2021 and it must be removed. This must be completed by 12/20/23. Much information exchanged concerning all the components of accomplishing this was discussed in detail. Ms. Hebert concerned that Mr. Rockwood may have more on his plate than reasonable. He thinks he's OK, but will keep Board informed.

Hybrid Meetings and Equipment -Projector has been purchased and plans to test before next meeting so it is operational. Mr. Rockwood also pursuing Zoom number for RHA's use.

Contract Leases and Insurance – Ms. Hebert to supply Mr. Rockwood with each property and particulars for each but was out last week and will handle now.

27 Abbott Avenue – Nothing new to report except that they will not be accepting any more input from the public. IWB to make decision.

Alternative High School – Mr. Liscio hasn't heard update for a bit and will reach out for update.

Congregate Underground/DEEP -Fuel supplies backup generator for Prospect Ridge. DEEP "red tagged" tank due to age which now has to be removed. As of 9/20, plan is to have tank permanently closed. 4,000 gallons of fuel has been removed and Ms. Hebert asked if we could get credit for that and answer is no... tainted. Temporary tank delivered which is 500 gallon and generator is hooked up to it. There are 250 gallons in the tank and we have begun filing with DEEP and submitted registration on October 5, 2023 and forwarded appropriately. Mitchell is our vendor and by October 20, tank must be removed and contract executed. Permanent closure due 11/20 and EZ File Notification on 12/20/23. Mr. Liscio questioned a couple things. . .Does Mitchell do testing? – Yes, and they can handle coordination. What capacity is needed to run efficiently and for how long? Mr. Baird stated that 500-1000 gallons is sufficient to cover. Ms. Hebert asked what steps Town requires (Mitchell is handling) and take note of how big tanks are and how we will handle camouflaging them.

FOIA Request –Mr. Burke has handled the redacting of the names of residents on recent request (Thanks to Mr. Burke for saving us a bit of money with his generous offer) and discussion ensued about how information would be delivered and for what period of time it would be available. A determination was made that it should be handled through Drop Box and made available for 30 days only. We will not supply CHFA information since we don't have. This is handled by the State.

New Business

Tenant Commissioner Election

Mr. Liscio announced Mr. Burke's decision to give up his Board seat and complimented him on his service and beautiful resignation letter Ms. Hebert asked if some "advertising" could be done for the residents? After a bit of conversation, it was decided that Mr. Burke would make an encouraging Robo Call to all residents.

Mr. Liscio noted that an item can be added to the agenda by voting. . .just ask.

Discussion about Meeting with Jason to discuss Financials was offered by Mr. Janerico. Ms. Hebert and Mr. Burke interested. If additional Board Members want to attend, a Special Meeting will be scheduled. This will be done via Zoom.

Mr. Liscio asked Mr. Janerico if scheduling his Financial Updates would be more convenient for him by doing them in the monthly morning meeting and Mr. Janerico agreed. The timing of receiving the financials from REM would be more convenient at the morning meeting.

There was a Motion to Adjourn by Mr. Burke; Second by Mr. Janerico, All were in Favor.

The meeting adjourned at 9:38am

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

Next Meeting October 19, 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/IQS4e5aoDk>