

Ridgefield Housing Authority Board Meeting
Unapproved Minutes
Wednesday, October 12, 2022 at 8:00AM
Meeting held on Conference Call Line
805 706 5480

Commissioners Present: Vincent Liscio, Paul Janerico, John Burke, Jan Hebert
Commissioner Absent: Frank Coyle

RHA Residents: Nancy Higgins, Krisann Benson

REM Staff: Renée Dobos, Harriet Polansky, Wesley Robinson – not present today

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

A Motion to Approve Executive Meeting Minutes from September 21, 2022, as written, was made by Mr. Janerico and seconded by Ms. Hebert. All Board Members present approved.

A Motion to Approve RHA Meeting Minutes from September 21, 2022, as written, was made by Ms. Hebert and seconded by Mr. Janerico. All Board Members present approved.

A Motion to Approve Special Board Meeting Minutes from September 30, 2022, as written, was made by Mr. Janerico and seconded by Mr. Burke. All Board Members present approved.

A Motion to Approve Financial Report was made by Ms. Hebert and seconded by Mr. Burke. All Board Members present approved.

A Motion to Adjourn was made by Mr. Burke and seconded by Mr. Janerico– all present approved

Transition: Mr. Liscio welcomed our new Management Company, **REM – REAL ESTATE MASTERS**, with **Ms. Renée Dobos**, CEO CT Housing Partners and **Ms. Harriet Polansky**, New Manager of the RHA Management Properties. **Wesley Robinson**, Assistant Office Manager, was unable to attend meeting due to illness. Mr. Liscio reiterated our Mission Statement to emphasize the importance of our focus for RHA.

There was a good deal of Q&A's from both the new management staff and the RHA BOD. Questions concerning what REM expects Konover to make available and/or work to transfer to REM. While there was a bit of uncertainty in regards to the use of the current Yardi software, Konover has agreed to make available the use of that current Yardi system and all needed data to be available thru the end of the year. There are systems that need to be coordinated or changed, procedures that will need to be adjusted, and suitable backup plans identified and coordinated. This period of time could be "bumpy" for residents, RHA BOD, REM and vendors while the above is being ironed out. It will take a couple of months of tweaking to smooth things out; we thank all for their patience with this. Some questions addressed the payment of rent – there will be no direct deposit for November 1 at least, perhaps to January 1, 2023. REM will send out a note to residents at each location, outlining the procedures and their solution that the residents should be aware of. Robo calls will continue, as well as notes from REM who will be on site November 1, 2022. They may be on site beforehand, but will be very dedicated to observing the present processes, what data will need to be transferred, vendor relationships, banking, and daily business. Please address your immediate concerns with Konover until October 31, and allow REM the time and space necessary to handle the huge transition in front of them. Other items discussed: Drop Box – PHA Web; Centralized Data, Plans for Waitlist, Vendor lists and contacts for invoices, Fairfield County Bank and signatories, RFP's status and branding, successful and complete transfer of all documents and information needed to start business on November 1, 2022.

Ms. Polansky spoke a few moments on her extensive history in the housing industry. She supported the Trumbull Housing Authority as Executive Director for 10 years collecting significant monies in grants and such for their use. She is totally committed to residents and considers them family. Believes networking within community makes it stronger. Utilizes social media and local website. She will be very visible to RHA and their residents as will Mr. Robinson.

Financial Report: Mr. Janerico sent out August analytics last week. However, with Mr. Williamson's report at September mid-month meeting, vacancies were up to 7 with 2 pending. As of October update from Bob, there are 4 vacancies with new tenants lined up, 0 vacancies are pending. Receivables equal to \$28K with \$12K for one person that is leaving and will need to be written off. Some residents remain on-payment plans but none relate to UniteCT active cases. CapX improvement related to current RFPs (walkways & Carriage Barn windows) will have a negative impact on existing cash balances. Boston Financial has also been made aware of a potential need to access operating and/or capital cash reserves. Overall cash is low but with good reasons (Fire Safety Requirements, prior Vacancies with no rent, and some additional, unexpected expenses). Boston Financial is also in the process of approving REM as new Property Management Company. Mr. Liscio commented that if we do not have necessary signoffs from Boston Financial for REM approval, a document should be prepared to cover open Contract dates. Board of Selectmen gave RHA a tentative intent to award funds from ARPA to cover some past financial issues caused by Covid. PILOT continuation still open.

Tenant Commissioner Report- Nothing formal to report. Residents curious about REM and transition. Communication will be key and advisory transmissions will be prepared and forwarded to residents at each location shortly. Tree down at C7 and should be removed by Konover. For vacancies, do you get action via phone calls or by posting – answer was 50/50. Responsiveness to REM has been positive.

Old Business:

Ballard Walkways and Carriage Barn Windows: Both have RFP's. Changes to RFP's should be made with REM and their contact persons noted. Both should be re-branded with REM. In the meantime, we should ascertain what Walkway fixes can be put into place to get us through the winter months that will provide the necessary safety for our residents.

Solarizing – On hold until after energy audit. Still waiting for Eversource report.

WIFI Expansion: Mr. Burke is speaking to someone local trying to get guidance as how to proceed.

Food Rescue: Moving forward.

Robo Calling: Needs access from Konover.

Prospect Ridge Laundry: Completed. Will remove item.

RHA Web Presence: No action yet.

Process Improvement Meeting – Will remove as action item now; will return if needed.

ARPA – No news yet. Board of Selectmen should be making firm decision soon. An email is being prepared for the BOS with plans as to what the monies potentially would be used for if granted.

Pilot Meadows – Not continuing on Pilot forgiveness for Meadows. Not sure how BOS will proceed on that but door has been left open

Meal Service RFP – filled with new vendor starting on December 1. Many thanks to Richard for his years of faithful service.

List of Additional Items: Perhaps ARPA monies will help with this.

New Business: None.

A motion to adjourn was made by Mr. Burke, second by Mr. Janerico, all present voted in favor. The meeting was adjourned at 9:35 AM.

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary.

**NEXT MEETING OCTOBER 26, 2022 AT 7:00PM
Via Conference Call**

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

AUDIO LINK: <https://fccdl.in/okBTiR2500>