

Ridgefield Housing Authority
Ridgefield, CT 06877

Approved RHA Meeting Minutes

Wednesday, February 7, 2024
Ridgefield, CT 06877

Meeting in person (Ballard Green Library made available) and via Zoom- 305 224-1968 (266 192 1953)

Commissioners Present: Vincent Liscio, Paul Janerico, Ed Baird, Maree MacPherson (arrived 8:45) (All present via Zoom)

Commissioner Absent: Jan Hebert

REM Staff: Wade Rockwood

RHA Residents: Krisann Benson, Nancy Higgins

A motion to approve RHA Regular Meeting Minutes from January 17, 2024, with no changes, was made by Mr. Liscio and seconded by Mr. Janerico, all present approved.

A motion to approve RHA Special Meeting Minutes from January 17, 2024, with no changes, was made by Mr. Janerico and seconded by Mr. Baird, all present approved

A motion to adopt Resolution that the Full Board approve the removal of Boston Capital Corporate Tax Fund, the Limited Partner, and to release the Asset Management Fees in an amount not to exceed \$45,000.00. The Full Board authorizes the Chairman of the Ridgefield Housing Authority to execute all documents as necessary was made by Mr. Liscio and seconded by Mr. Janerico, all present approved.

A motion was presented to approve purchase of washer/dryer units for Congregate by Mr. Liscio and seconded by Ms. MacPherson, all present approved.

A motion to adjourn the RHA Meeting was made by Mr. Janerico and seconded by Mr. Baird, all present approved.

Mr. Liscio called the meeting to order at 8:00AM and read the Mission Statement. He then asked for Approval of Minutes from two separate meetings on January 17, 2024.

Management Comments: No formal comments, but Mr. Rockwood will reserve his updates during the Old Business portion of the meeting for each of the subjects in his area of responsibility.

Financial Update December 2023 analytics and 2024 Budget remain in process. Look to have these finalized by the next meeting. LP Exit – resolution to be discussed – Renee moving this forward with an estimated \$45-\$55K final fees due Boston Financial and excluding RHA related legal fees and closing costs. Solar Updates – a potential grant was available to RHA and was pursued thru several meetings/emails but we didn't qualify for it. Will revisit the concepts of Solarizing, and more broadly RHA energy efficiency, later after Boston Financials exit from the LP. Interest on reserve cash balances thru the use of Money Market accounts has been confirmed by Renee, will be result in these balances earning a higher interest rate on deposited monies.

Mr. Liscio to Mr. Janerico – This is not a report, but let's update: Analytics, Budgets, LP Exit (Amount we owe them – annual fee, property transfer tax State of CT; legal fees minus retainer fee. Renee is involved with this. Budget – most numbers didn't change from the original spreadsheet except for Salaries/Health Insurance Expenses (decreased), Bad Debt Expense Estimate (decreased), LP exit expenses (increased) and Capital Expenditure (decreased). Overall, this resulted in a \$22k net positive impact on overall budgeted cash flow across all RHA properties.

Tenant Commissioner Report: Ms. MacPherson having connectivity issues so report will be done at next meeting.

Old Business

Ballard Green Walkways – Mr. Rockwood has facilitated two walk-through site visits with interested contractors for the Ballard Green Walkway re Request for Proposal (RFP). During these visits, we identified areas requiring repair and noted trip hazards. Contractors have until February 12th to submit their bids for April work. Putting in grant for special walkways. Should we hire an engineer to help with grant process? Recommendation for either asphalt or cement. . .Wade and Renee will discuss grant process.

Emergency Plan A final draft of the emergency plan has been completed. A meeting is scheduled with Commissioner Jan Hebert, maintenance supervisor Doug Shepherd, and Resident Services Manager Monica Stromwall to review and finalize updates. Recently, elevator down for 5 days. Monica delivered lunches and fire department assisted with residents needing to leave building for appointments. Since we had the elevator refurbished recently, Mr. Liscio questioned charges. None have been billed.

Cameras: A meeting was held with Open Systems last week to discuss camera placement and next steps. Wire Installation is scheduled to commence next week, with a projected two-week timeframe for completion. Mr. Liscio asked for final plans and placement.

CNA Update: Mr. Rockwood, along with Doug Shepherd and Tenant Commissioner Maree Macpherson, conducted a review of critical and non-critical items outlined in the Capital Needs Assessment at Prospect Ridge. Next steps involve creating work orders for maintenance-repairable items. Additionally, a meeting will be scheduled with Renee Dobos and Rob Weiss to delve into cost analysis, forecasting, so we can plan. This topic expanded with myriad of suggestions and opinions when a comment “Congregate needs curb appeal” was made. Opened doors to updates and renovations, not only in Congregate but the interiors of all units there and at Ballard Green. The suggestion to make a plan and discuss was paramount to proceeding with this massive process, which involved, boilers, floors, appliances, windows and solar issues. Should we re-mortgage? Next meeting with Renee and Rob, then Wade, Doug, Maree and Ed following.

Alternative High School: This is on a complete hold for now. We'll take off Agenda and wait for further updates.

Facebook Update: Will move ahead with building/creating new page. Will solicit advice from Tony Phillips for page criteria.

LP Exit and Resolution: Mr. Liscio notes the following Resolution has been crafted for the LP Exit and seeks approval to adopt the following resolution (attached). He receives approval to present and read the resolution, which he does aloud. He then opens meeting for discussion. Mr. Janerico believes Resolution perfect, however, not sure \$45K is sufficient. Question to Renee, are there other closing costs involved? Also 501 3C – setting up and getting approval would take time but that's a Renee and Jason undertaking. Motion to adopt Resolution was made and approved and Mr. Liscio requested each Board Member to stop by the office to sign. Copy of Resolution attached.

Washer/Dryer: Mr. Rockwood has obtained quotes for both purchasing and leasing washers and dryers at Ballard Green. He attached the quotes and a summary for review. This item resulted in much discussion and suggestions to which Mr. Rockwood will confer with vendor, ask outstanding questions, with warranties, and report back to Board. However, the Board did decide to approve the purchase of the necessary machines for \$22,593.00.

Commercial Refrigerator: A commercial refrigerator has been purchased and is set for delivery on February 9th for the congregare area. We have submitted for a grant through the Lewis Fund.

Other: Not at this time.

Mr. Liscio then asked for a vote to adjourn meeting at 9:54am.

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

Next Meeting February 21, 2024 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 Visual Link

https://us06web.zoom.us/rec/share/Ca9_uUPEzqmpq1f8IzTa3OsCkq6HNrYa0vLcW6k9ZX0FUct5bUG1NITDf0B_hsSu.1Uu25Ymqj2kEL_zk
