

Housing Authority

**6 DECEMBER 2017 | 7:00 PM | COMMON
ROOM □ BALLARD GREEN HOUSING | 25 GILBERT
STREET, RIDGEFIELD, CT 06877**

Attendees

In attendance: F. Coyle, V. Liscio, C. Savery, J. Kukulka, J. Hebert

Agenda

Call to Order

A meeting of the Ridgefield Housing Authority was called to order at 7:03 pm by F. Coyle.

Approval of Minutes

November 8, 2017

J. Kukulka moved and J. Hebert seconded the motion to approve the November 8, 2017 meeting minutes. Motion carried 4-1-0.

November 17, 2017

J. Kukulka moved and J. Hebert seconded the motion to approve the November 17, 2017 meeting minutes. Motion carried 5-0.

Management Report

- Occupancy (Ballard Green) for 2017 has been 99% and is currently at 100% occupancy; however two apartments are on notice. Prospect Ridge is currently at 100% occupancy with no anticipated vacancies thru 1/2018. One two bedroom apartment is on notice for the end of January. The Meadows

is also at 100% with one two bedroom and one three bedroom on notice. There was a 24 unit turnover this year-consistent with annual average. Turnover is typically is completed within 2.3 days. Turnover includes renovation and updating/repairs, primed and painted, tile floors are stripped and waxed, apartment, refrigerator, over and appliances are cleaned, new blinds toilet seat, shower head and new outlet covers are installed. □

- Maintenance Report: reflects an increase in call-backs secondary to the weather change. □
- Management: Raul will be leaving Konover and moving onto a new endeavor. Management will be meeting with new Assistant Manager candidates which will begin on 1/3/18. Raul will be attending the Christmas party giving residents the chance to see him before his departure. □
- Resident Service Coordinator Report: Recent events include: holiday decorations social, a fire safety presentation took place recently, resident pampering session at Prospect Ridge, Cider and Donut Social, Knights of Columbus Thanksgiving baskets, a visit from Jesse Lee □

Memorial. Upcoming events include: the annual holiday party; a shopping trip to Kohl's on 12/14/17 from 9am until noon-transportation will be provided and buses are running every 30 minutes. The annual Prospect Ridge Holiday Party is scheduled for 12/13 from 6:30pm-8:00pm. The Ballard Green Holiday Party will be held on 12/18/17. The Cookie and Recipe Exchange at Ballard Green will take place on 12/12/17 from 2-4 pm in the community room and at Prospect Ridge on 12/11/17 from 2:30-4 pm in the dining room. Residents are encouraged to bake or bring a holiday cookie to share in addition to their favorite recipe.

- Thank you to all residents at both sites for their patience with the changes in Kim's (her) schedule. Any further changes will be posted on both office doors. Kim also reminds residents that

she can be reached on her direct line and responds to all messages in 1-2 days. □

- Straight Talk with Karen (regarding Medicare): saw a favorable turnout of 27. Town Hall will be meeting with legislators, and Karen would like the room to be packed for this matter. Karen was also working on making a blanket letter for residents to mail on their own behalf. □
- Housekeeping: The new housekeeper at Prospect Ridge will begin on the 18th of December. □
- Pump House: Once the deposit is received by the contractor they will be coming out to demolish the structure. This project will take place in 2017, as the check has already been mailed.
□ **J. Hebert moved and J. V. Liscio seconded the motion to accept the Management Report. Motion carried 5-0.**
□ **Financial Report** □
- Housing Overall: Housing continues to be in good financial situation. Ballard, Congregate and affordable units are \$90,000 over the expense budget, secondary to improvements which will improve the environment and the life of our residents. Next year, we are looking to purchase a new truck for Doug (Maintenance) □
- Meadows Mortgage: F. Coyle has further looked into the mortgage for the Meadows; however refinancing is impossible secondary to repayment penalties. F. Coyle is working with Chuck at Fairfield County Bank and will provide more information at the next meeting. □
- Konover: F. Coyle discusses the revenue structure for Konover Management- including profit, revenue, staff expenditures. Konover's rate is competitive with other management companies in Connecticut. The goal of Konover is to work for the Board to keep the housing full and prevent vacancies. □
- E-wrap Payments: Are a subsidy from the state at Ballard Green

Housing. Any new residents are not eligible for this subsidy. Existing residents will be protected in the future and will continue to be funded at the allowable level. This years subsidy is at just under \$8,000. □ **J. Hebert moved and V. Liscio seconded the motion to approve the Financial Report. Motion carried 5-0.** □ **Tenant Commissioner Report** □ • The current dumpster at Ballard Green has no sliding doors, making it difficult for residents to use with ease. Phil states that they have requested a new dumpster; however none are □

currently in stock per the refuse company. Phil will follow up with the refuse company to remind them that this is a senior community.

- Doors are not automatically locking at 5 pm per usual. Phil will check the settings to identify and resolve the issue. □
- Thank you Kim for organizing all of the recent quality of life socials. You're time and dedication are greatly appreciated. □ **J. Kukulka moved and J. Hebert seconded the motion to accept the Tenant Commissioner Report. Motion carried 5-0.** □ **Old Business** □
- A new TV mount is being purchased which will allow for the TV to be lowered if necessary. □
- Traffic fences have been installed at Ballard Green; however both Kim and Phil are still seeing increased speed. Additionally, all plastic speed humps have been removed. □
- New Ballard Green sign at entrance will be installed in 2018. The project will also include the entrance being more heavily illuminated. □
- Doug has door magnets and has been testing them on a few apartments. Phil will ensure that all residents receive magnets. Kim reminds residents to leave the screen doors

unlocked so that notices can be left and for safety reasons in the event that the Fire Department needs to gain entry. □

- Any resident in need of painting, please reach out to Cathleen. Paint can be provided if residents have someone willing to paint. There are volunteer painters willing to assist; however we are looking to test their work and the process. □
- Engineering plans have been received for the new entrance at Prospect Ridge. Phil to provide J. Kukulka with the plans for review and consideration. The architect has stated that the new roof will deflect water away from the entrance. The existing plan shows repairs to the retaining wall and a change in the pitch of the grade. The project is now at the stage where General Contractors can evaluate the project and establish a scope of work to obtain bids. V. Liscio asks for temporary lighting during the project. □ **New Business** □
- RHA is looking to finalize their 2018 meeting schedule. Shannon Freda to send finalized BOS and BOF calendars to Vinny Liscio. □
- V. Liscio will contact the Men's Ministry to see if they will volunteer to dig out any cars this winter. □ **Public Session** □
- Terry Raymond has lived here since 1992. She states that handicap parking for affordable housing (first space on the left off of Halpin Lane) typically houses snow remnants after snow plowing, making the space unusable. She recommends that a sign is posted indicating that its a handicapped parking spot. Phil will mention this to New England Landscaping. □
- Karen Vandiventer volunteers her apartment for the painting. □
- Coco Baron asks why the Tenant commissioner meeting this month and last month was cancelled. Cathleen Savery states that

she had to cancel for personal reasons. Mrs. Baran also mentions that garbage and furniture are at times left outside of the dumpsters. Phil states that they have purchased additional dumpsters to accommodate bulk items such as furniture and electronics (bi-monthly).

Executive Session: Individual Tenant Issues (if required)

No motions posed.

Motion to Adjourn

V. Liscio moved and J. Hebert seconded the motion too adjourn at 8:15 pm. Motion carried 5-0.

Action Items

- **Phil:**

- To contact refuse company for dumpsters with sliding doors. ☐
- Phil to advise New England Landscaping that all handicapped spaces must be plowed and accessible. ☐
- Provide J. Kukulka with the proposed engineering plans for Prospect Ridge. ☐
- Phil to check the security settings to ensure that the doors automatically lock at 5 pm. ☐ • **Vinny:** ☐ • It contact the Men's Ministry about potentially shoveling this winter. ☐ Respectfully submitted, Shannon Freda ☐