

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday March 4, 2020 at 8:00AM**  
**Ballard Green - 25 Gilbert Street, Ridgefield, CT 06877**

---

**Commissioners Present:** Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt

**Konover Management Personnel Present:** Intro of New Konover Property Manager Carmen

---

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

**A Motion to Approve Minutes** from February 19, 2020 was made by Mr. Liscio seconded by Ms. Freistadt – all approved.

**A Motion to Adjourn Meeting** was made by Mr. Liscio and seconded by Ms. Freistadt – all approved.

---

**Financial Report:** Mr. Coyle stated that there was no written report this month as Konover was in the process of updating the form used for reporting. January results are fine and will be incorporated in next month's report.

#### **Old Business**

**Items on Hold** – Cameras at Congregate are being put on hold temporarily, as is with the signage about cameras at Ballard as well as the site map. Emergency plan for Congregate on hold for a bit.

**Garden Club** will not have a new lease. Original Gift of Use of Property will prevail and they will be responsible for any and all damages that may occur as per their lawyer. Mr. Coyle will send brief from their lawyer to office for filing.

**Town Clerk** – Wendy Gannon Lionetti requested that when submitting the Agenda for each meeting that we elaborate on the items planned for discussion in Old/New Business. We will make note to list subjects for Old Business and if we know of planned New Business will include that as well.

#### **Congregate**

**Survey** – Is in the process of being done and we expect to have completed by the next Board Meeting.

**Elevator** – Gathering information on which way to go with elevator upgrade. Eagle Elevator's rough estimate of exterior elevator was between \$150K and \$250K, which did not include breaking into the wall. Could actually more than double. They do suggest that while doing the elevator upgrade that we include the hydraulic modernization as well. Mr. Liscio is also pursuing "personal elevators". Small unit that will house a wheelchair and one person to see if something like this might be a viable option for second elevator. He is also investigating mobile stair devices, motorized wheelchairs and tractor type devices for stairs.

**Stove** – Follow on stove delivery; appears to be detained.

**Emergency Procedures** – Ms. Hebert investigated insurance coverages we presently have for residents should their homes become uninhabitable for some reason. There is no coverage under our current policies, but residents might be able to secure "renter's insurance" to supplement. The cost is relatively minor but it's necessary to find additional information on this. Also, the resident would have to secure individually. This will be on hold for a bit.

## **Ballard**

**Pavilion** – Questions about where we stand on contract with Ferrandino. Mr. Liscio is pursuing the details to ensure payments are released as appropriate. There was an initial contract for the Congregate entrance and then an addition agreement for Time and Materials. There may also be “salt/snow” payments in question from winter before this.

Mr. Ferrandino must remove the equipment on site that he is not using on one of our jobs.

Mr. Coyle and Mr. Liscio meeting with Mr. Ferrandino this morning to walk the Pavilion site to discuss the details and start of construction.

## **New Business**

**Walk Around** – By the Board tentatively targeted for May-June timeframe on both properties.

**Meet/Greet** – with our new Property Manager, Carmen. Spent a couple minutes talking about status of files and what she found, the plans to replace Janet and that Janet has also agreed to work part-time for Konover for a bit to enable a smoother transition for Carmen, and lottery vs. waiting list for upcoming vacancies.

Meeting Adjourned at 9:15 AM

Minutes Respectfully Submitted by Secretary Patricia Harney