

**Ridgefield Housing Authority Board Meeting**  
**UnApproved Minutes**  
**Wednesday June 17, 2020 at 7:00PM**  
**Meeting held via Conference Call**

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**Commissioners Present: Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt, Paul Janerico**  
**Konover Management Personnel Present: Tina Smith, Michelle Palmer**

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The meeting was called to order by Mr. Coyle at 7:00PM

**A Motion to Approve Minutes** from June 3, 2020 was made by Mr. Liscio and seconded by Ms. Hebert – all approved.

**A Motion to Approve Financial Report** was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

**A Motion to Approve Management Report** was made by Mr. Liscio and seconded by Ms. Freistadt – all approved.

**A Motion to Approve Resident Commissioner Report** was made by Mr. Janerico and seconded by Ms. Hebert – all approved.

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

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**Next Monthly Meeting will be held via Conference Call on Wednesday, July 15, 2020 at 7:00PM**

**Conference Call 351 999 3184 (no code needed)**

**Financial Report:** Mr. Coyle stated that he just received the document and will get to it in a day or two. In good shape – little light on revenue. CAP plus projects delayed and no property manager for most of the year is reason.

**Konover Management Update** – Thanks to Michelle for spending so much time at Ballard helping out. Tina shared that she is at Ballard starting June 3, 4 days per week catching up on all items that are open – residents, collections, rent payments, etc. She has Janet assisting for many afternoons and other staff helping out remotely. Our new Assistant Manager, Robert, started on June 8 and becoming familiar with sites and processes. Working on reporting collections for each month. Modified rent roles for August 1 – all notices will be out by July 1. Masks should be worn at all properties when inside and at common areas. There is one open unit at Congregate, one open unit in General & one in Ballard Green. Applicants are being screened. Collections still on hold due to COVID19. In process of planning the reopening of community areas in July. Tina plans to be at Ballard until Carmen returns. No timeframe on that as yet.

Michelle hopes to resume Community Room activities in July. COVID testing took place at Prospect Ridge recently and 20 out of 34 took advantage of the offering. Staff was also welcome. Michelle has ordered signs and expects them in at any time. She will distribute on the properties upon arrival. Cameras are working at Ballard and signs will be put at CVS, Park, Street Entrance and in front of office building indicating same. There are plans to have an Ice Cream Party (Mr. Softy) in July at Ballard and Prospect Ridge, compliments of the Comcast donation.

Possible relocation at Congregate – Kim Pietrorazio and Michelle working on relocation of residents should that be necessary. 10-12 probably candidates. Many obstacles presented during the COVID19 shutdown. Mr. Coyle discussed that Konover has recommended delaying the elevator modernization to 2021. The complexities & difficulties in relocating 10-12 residents for the possible 2-3 months elevator outage during the pandemic were problematic. The elevator has no known

issues at this time, although it clearly needs to be upgraded in the near future. There was general consensus that the work should be delayed to 2021. In the meantime a backup alternative to the elevator will continue to be pursued.

**Resident Commissioner:** Ms. Fristadt thanked everyone for wearing masks inside at common areas and reminded all that while walking on property did not require a mask, she suggested that it would be a good practice, but there needs to be social distancing. Ms. Hebert can make masks for anyone needing. Just let Michelle know.

### **Old Business**

**Elevator** – Mr. Liscio discussed five offerings for stair mobility options. (1) Electric motorized chairlift on rubberized tracks but moves on its own power. FSA approved and fire department approved. About \$3K and it's suggested that an operator be there to assist residents when used. (2) Moves wheelchairs up and down stairs. Goes under wheelchair and attaches from underneath. Needs operator. (3) Platform on rubberized tracks to move both electric and manual wheelchair – needs operator. (4) Non Wheelchair options – Wheelchairs' that climb stairs – no need for attendant but suggest overseer. (5) Same as (4) but more refined. Waiting for a company to come out, look at stairs and offer suggestion for the best option. Maybe an operator be on site for a couple hours per day to assist with what's chosen. Mr. Coyle doesn't believe we need to make a decision on this right now, however, he would like to suggest the less expensive alternative as a backup now in the event of an emergency & that Vinnie meet with Elaine & a few other residents to get their input. Ms. Hebert suggested the Fire Chief and two other town officials should be contacted by Mr. Liscio to review options and give opinions.

**Pavilion** – Finally received building permit from town and the actual pavilion has been ordered. Should be delivered in 8-9 weeks and Ferrandino's group will put together and start grading as soon as contracts have been signed. Plaque for pavilion should have some history of Ballard Green Estates. Completely funded by State and Ridgefield Thrift Shop.

### **New Business – None**

#### **Resident Attendees:**

**Coco Barone** – How much was spent on the lower entrance at Prospect Ridge? Less than \$15k. Wants coin operated washing machines. This has been submitted before and is not justified.

**Nancy Higgins** – A thank you to all involved in properties and just a word of caution that the virus is a monster and sneaky as well. Please keep up with suggestions of masks, social distancing and washing hands and sanitizer to keep everyone safe.

**Chrisann Benson** – suggests slower re-opening and also requests that we alert visitors on property to social distance and wear masks even though it's not required to wear in open air. Some "strangers" are difficult – especially on weekends. Please put up signs. While we can't insist that people on property wear masks, the new signage came in and it does suggest wearing masks. These will be displayed around the property.

**Carla Beeny** – FYI, most people walking our property are very nice and respectful.

**Merilee Green** – The trash areas at the dumpsters is just awful with people throwing out all sorts of things other than household trash. Maybe the trash company can give us larger bins. Tina Smith will make a point of checking out the dumpsters on the morning of pickup to see if there is anything that can be done. Signs indicating that we have cameras will be posted and hopeful we can see who is responsible and talk with them. Also, any possibility for plantings near her unit which is bare. Tina will see what she can do to "dress up" the area.

Meeting Adjourned at 8:30 PM

Minutes Respectfully Submitted by Secretary Patricia Harney

