

**Ridgefield Housing Authority (RHA) Meeting Minutes for October 26, 2016
(Approved)
Ballard Green – 25 Gilbert Street – 7:00 p.m.**

Commissioners: Bob Hebert (Chairman), Frank Coyle, John Kukulka, and Cathleen Savery
Housing Officials: Philip Sfraga, Property Manager
Kimberly Henderson, Resident Service Coordinator
Guests: Vincent Liscio, prospective HA commissioner
Visitors: Dan Gardner, Marie Adams, Susan Proctor, Nancy Higgins and Susan Madison

AGENDA

1. Call to Order
 2. Approval of Minutes
 3. Treasurer's Report
 4. Tenant Commissioner Report
 5. Management Report
 6. New Business
 7. Old Business
 8. Public Session
 9. Executive Session: Individual Tenant Issues. (if required)
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1. Call to Order

Mr. Hebert called the meeting to order at 7:03 p.m.

Mr. Hebert introduced the four commissioners of the RHA, Mrs. Nancy Fields the recording secretary and Mr. Vincent Liscio who is considering joining the RHA Board. Mr. Hebert advised that Mr. Greg Smith resigned from the RHA last month resulting in an open Board position.

2. Approval of Minutes

Copies of the October 12, 2016 minutes were previously distributed to the RHA commissioners.

Ms. Savery moved and Mr. Kukulka seconded a motion to approve the October 12, 2016 minutes. The Ridgefield Housing Authority voted 4-0. Motion passed.

3. Treasurer's Report

Mr. Coyle, Treasurer presented the September 2016 Financial Report.

A) The LP (Ballard Green, Congregate, General Affordable)

Mr. Coyle reported the LP had YTD revenue of \$784K, which was \$2K below budget and expenses were \$591K which was \$105K below budget due to utilities and maintenance. Mr. Coyle further stated net income was \$193K, which was \$89K above budget. Mr. Coyle said the cash balance was \$425K, which was a \$40K increase this month, and that obligations remained to DECD of \$41K.

B) Meadows

Mr. Coyle reported for the Meadows, YTD revenue of \$222K which was \$3K above budget, and expenses of \$130K which was \$28K below budget. The difference was due to the \$9K replacement reserve not taken, \$7K pilot and \$6k maintenance not realized. Mr. Coyle reported net operating income was \$93K, which was \$31K above budget and the cash balance was \$75K which was unchanged from last month.

C) RHA

Mr. Coyle reported the balance in FCB RHA funds was \$72.8K (HTCC 72.2), with \$150K on deposit in a FCB CD. Mr. Coyle reported the balance in RHA Konover account was \$96.2K (\$16.4 Comcast).

Mr. Hebert asked why the reserve was not taken at the Meadows. Mr. Coyle advised the replacement reserve was reflected as an expense and that at the Meadows it was not contractually required. Mr. Hebert said he thought both should be the same. Mr. Hebert said he thought reserves were needed at both locations.

Mr. Hebert asked if the financials could be tracked on a month to month basis. Mr. Hebert said he was interested in a month to month comparison, as well as seeing the financials on a year to date basis. Mr. Coyle said he would prepare as such going forward.

Mr. Kukulka moved and Ms. Savery seconded a motion to approve the Treasurer's Report. The Ridgefield Housing Authority voted 4-0. Motion passed.

4. Tenant Commissioner Report

Ms. Savery said there were meetings held on October 5, 2016 at both Congregate Housing and Ballard Green. Ms. Savery said there would be an 11:00 a.m. meeting on November 7, 2016 at Ballard Green and a 1:00 p.m. meeting on November 7, 2016 at Congregate Housing.

Ms. Savery said there have been instances of using the kitchen when clean up could have been better. Also, furniture has been rearranged, which should be replaced to their original position. Other than those observations, there had been no tenant issues to report at this time.

Mr. Coyle moved and Mr. Kukulka seconded a motion to approve the Tenant Commissioner Report. The Ridgefield Housing Authority voted 4-0. Motion passed.

5. Management Report

Mr. Sfraga reported:

- A. Occupancy** - Mr. Sfraga stated Ballard was at 100% occupied. Mr. Sfraga also stated that Congregate Housing was approximately 94% occupied, with 100% occupancy by November 4, 2016. Mr. Sfraga stated Meadows was 95% occupied, with 100% occupancy by November 15, 2016 with no future vacancies anticipated. Mr. Sfraga said YTD, occupancy was approximately 86% once the units were filled. Mr. Sfraga said unit 19 would be occupied on November 15, 2016. Mr. Hebert asked on the anticipated rent. Mr. Sfraga said the rent would be a little more, depending on the utility allowance. Mr. Sfraga anticipated

approximately +\$2k. Mr. Sfraga said General was at 95% occupied, with 100% occupancy by November 15, 2016. YTD, occupancy is significantly decreased from last year. YTD is currently at 86%, which should be 90% by year-end.

B. Maintenance Issues – Mr. Sfraga reported an alternate ramp was installed below two apartments which came out well, at Ballard Green. These residents can now wheelchair roll safely. Mr. Sfraga also stated the storm drains by the front door at Congregate was cleaned so that the pooling water is now diverted by Apt 11. Mr. Sfraga also stated all the other storm drains in the parking lot were repaired two weeks ago and should be good for the foreseeable future. Mr. Sfraga said bike racks would be moved from the parking lot to the fence. This would free up parking space come winter time and provide some privacy. Mr. Kukulka said the bike racks were an important aspect for funding as points were awarded for having them. Mr. Kukulka said lots of tenants have bikes and need a place to store them. Mr. Sfraga said he might put one in Ballard Green, which currently does not have a bike rack. All the other locations have bike racks that are used. Mr. Sfraga said he is working on the compliant doors by the community center, outfitting it with a push button. Mr. Sfraga said people with mobility issues wouldn't have to struggle to open the doors. Mr. Kukulka asked about the fire safety windows on the doors. Mr. Sfraga said they were tempered glass and as such, smaller but can easily be seen through. Mr. Sfraga said next month that project should be completed. Mr. Sfraga said the inspection was scheduled on November 14, 2016 from Boston Capital. Mr. Sfraga said the carpet was cleaned last week, and that the last cleaning was done in March 2016. Mr. Hebert asked about the risers for the washer/dryer. Mr. Sfraga said the part was back logged from Korea. Once delivered, one would be for the dryer and one would be for the washer. Mr. Sfraga said he would follow up. Mr. Sfraga reported that all the washers were now fixed. Mr. Hebert asked about the signage for the front of Building A & B, and a map sign so people could see where the buildings were on the map. Mr. Hebert said quite a few people thought it would be helpful. Mr. Kukulka asked about the light on the columns. Mr. Sfraga said a trunk would have to be installed. Mr. Sfraga said signage would be done next year and lighting could be added at that time. Mr. Hebert said this should be one project. Ms. Higgins said there should be a sign with "No Outlet". Mr. Hebert said this had been discussed previously as part of an overall plan. The signs would stop people from coming in, looking for a short cut. Mr. Hebert said the verbiage would be left to the experts. Mr. Hebert said Mr. Sfraga was researching signs to deter people from thinking they could cut through. Mr. Coyle asked how the research was coming along. Mr. Sfraga said it would be completed in the next week or so. Mr. Hebert asked if the water damage at Congregate housing was resolved. Mr. Sfraga said it was not, and would be following up. Mr. Hebert asked if the debris had been cleaned out on the walk up into Congregate. Mr. Sfraga said all the storm drains had been cleaned. Mr. Sfraga said for aesthetic purposes, there are different routes to go regarding the masonry work. The most cost effective solution would be to put planters at the entrance way. Mr. Hebert said the Board should find funding for the entrance, which would require an architect to come in. Mr. Hebert said the entryway needs to be done. Mr. Coyle said he and Mr. Hebert could meet with Conover management during the day to discuss. Mr. Hebert said any changes in staffing were driven by state requirement but didn't anticipate any significant changes. Mr. Hebert advised he would update the full board all that had been discussed. Mr. Hebert asked if the bushes by the barn were trimmed. Mr. Sfraga said it looked good. Mr. Hebert

asked if it was cleaned by the A School. Mr. Sfraga said Parks & Rec had cleaned that area. Ms. Adams asked if the highway department would be replacing the “Reserve Parking” sign. Mr. Hebert said he would schedule a meeting with Paul Roche. Mr. Hebert said the patio looked great but was not maintained. Mr. Sfraga said he met with Mrs. Polly Coyle a couple weeks ago. Mrs. Coyle had great ideas on color palettes. Mrs. Coyle furnished some color schemes from peach, slate blues, to harvest yellow and the overall design would go in the community room. Mr. Sfraga said hopefully the paint work would be completed in the next month or so. Mr. Sfraga said the residents had done a good job with choosing four to six center pieces (holiday and seasonal ones), linens, and table tops. Mr. Sfraga said the dining room looked better already. Mr. Sfraga ordered new kitchen equipment and microwave ovens. Mr. Sfraga said the residents were enjoying the look. Mr. Hebert asked about the floors – hardwood floor versus carpeting. Mr. Sfraga said he was concerned with allergies. He thought perhaps a partial floor would be better as opposed to all plain flooring. Mr. Sfraga said the resident consensus was that they didn’t like the carpet idea due to smells and allergies. Mr. Sfraga said there wasn’t much of an issue with low pile carpeting and he believed it added warmth to the room. Mr. Hebert asked if the bench by the grotto was repaired. Mr. Sfraga said he would speak to Doug to repair it. Mr. Sfraga said the repair would include sandblasting and staining. Mr. Sfraga said he was hoping the weather would hold off so the repair could be done before it got too cold.

- C. **Resident Services Coordinator Report** – Ms. Henderson said she continued to do resident assessments. Ms. Henderson said new residents moving in had their assessments done within 1-2 weeks of their move in date. Ms. Henderson read aloud two upcoming events that were happening at Ballard Green’s community room on November 3rd and one to be announced later in November, respectively. Ms. Henderson said the Lions Club Annual Pasta Dinner was a big hit. Ms. Henderson said their goal for the Annual Holiday Party was to increase resident participation and welcomed any ideas and suggestions. Mr. Coyle said BBQs in the summer time were well received. Mr. Coyle said funds were budgeted for the holiday party. Mr. Sfraga said it was up to the residents to come up with the ideas. Ms. Henderson said perhaps live music, more games and activities or perhaps an earlier evening start.

Mr. Hebert said he stopped by the Lions Club dinner and thought an amazing job had been done. There were lots of smiles on lots of faces. Mr. Hebert expressed thanks to all and the management team. Mr. Hebert asked if Thank You cards had been sent out. Ms. Henderson asked how that could be done since she would like to send them out. Mr. Hebert said she should touch base with Mr. Sfraga on procuring supplies. Mr. Hebert suggested simple handwritten notes on behalf of the residents would be nice. Mr. Coyle said that the residents could also sign them if they wished. Mr. Hebert said Ms. Henderson should get a list of volunteers and contact information to thank them.

Mr. Kukulka moved and Ms. Savery seconded a motion to approve the Management Report. The Ridgefield Housing Authority voted 4-0. Motion passed.

6. New Business

No new business was identified.

7. Old Business

- A. **Pump House at Ballard Green** – Mr. Hebert said the RHA Board authorized a decision to begin the process of pulling a demolition permit on December 15, 2016 at the last RHA Board meeting in September 2016. Mr. Hebert brought this item up at the recent Board of Selectman meeting where the Board of Education had no interest or use, and the Historical Society didn't have a use either. Earlier this past week, the Historical Society wanted to meet with Mr. Hebert to develop a plan to do something with the building. As Mr. Hebert would be unavailable thru mid-November, he sent the Historical Society a letter advising them that the concern was primarily safety and security. Mr. Hebert also reminded the Historical Society that they could have the Pump House fixed, moved or do something with it up until December 15, 2016, which is when the Pump House would come down. There was no need for any further discussion since the RHA was moving forward. Further, Mr. Hebert said should the Historical Society present a plan, the RHA reserved the right to determine whether it was a credible plan or not. Mr. Hebert said the lot would be levelled and a nice park like setting would be put in place that was safe and did not pose a security hazard. Mr. Hebert said this would open the area up and create a sitting area, which would be a nice transition to the beautiful Ballard Park. Mr. Hebert said the plan was an appropriate solution and low cost. It was suggested that a plaque with a photo of the Pump House and a write-up would be nice. Mr. Coyle said a meeting with Paul Roche might be opportune with helping in the demolition. Mr. Coyle said he believed Parks & Rec had offered to help level the Pump House which would be cost effective. Mr. Coyle said the additional cost would be realized in the landscaping.
- B. **Food Truck Situation at Ballard Green** - Mr. Hebert spoke with the Commission Chairman of Parks & Recreation. Mr. Hebert said the decision to allow the food vending trucks remains with the RHA's approval and the RHA would get the permit fee. Mr. Hebert said the vendors would clean up the area and the RHA would cut the grass. Mr. Hebert said the vans would park parallel on the asphalt, which wouldn't destroy the grass.

8. Public Session

Mr. Gardner asked if the Congregate roof had been fixed. Mr. Coyle advised that it had been fixed in the past month.

Mr. Gardner questioned why there were at least five to six speed bumps all over the parking lots. Mr. Coyle advised it was to slow the traffic. Mr. Kukulka said the bumps were staggered on purpose and not lined up in pairs. Mr. Hebert advised that in the winter, the speed bumps would be pulled up. Mr. Hebert advised that it had been documented that both aides and residents tended to speed through the lots and the speed bumps were a deterrent and enforcement. Ms. Adams advised she had tripped on the bumps and suggested perhaps they could take the speed bump off either side closest to the sidewalks. Mr. Sfraga said he could do that and said it was a good suggestion. Mr. Hebert said that would leave a walking path at each end which would allow access for bikers, walkers and strollers. Mr. Hebert asked if that sounded reasonable. Mr. Gardner said it did.

Ms. Proctor said she did not know the park was open from 6 a.m. to 9 p.m. Ms. Proctor said she had been walking her dog one night and saw the police were in the park patrolling. Mr. Hebert asked if there were any violations recently. Ms. Proctor said there had been, around 10-10:30 p.m. Mr. Hebert said a call to the police was all that could be done at that point.

Ms. Adams said she sent a Thank You note to Parks & Rec for the bushes. Mr. Hebert said he believed Parks & Rec appreciated it.

Ms. Proctor asked about the "No Backing In" sign. Mr. Sfraga said he identified some signs but the question was where to put them. Mr. Sfraga said he had some parts to use and would speak with Doug as to where to position them. Mr. Sfraga said the signs would be installed in a week or so.

Ms. Higgins brought up the fact there was a No Idling ordinance in Ridgefield. When Ms. Higgins had observed people idling their cars, she has advised them of the ordinance. Mr. Hebert asked where this was happening. Ms. Higgins said this was happening all over. Ms. Higgins said the fumes go into her face. Mr. Hebert asked how long was considered 'Idling'. Ms. Higgins said three minutes. Ms. Proctor thinks it is because a lot of people are picking up guests. Mr. Sfraga said signs could be placed, but enforcement would be an issue. Mr. Hebert said he was concerned with the quantity of signs and would be talking with the police department and police commission for their input, suggestions and ideas. Mr. Sfraga said he had learned that residents could not be ticketed in the parking lot because the parking lot was considered private property. Mr. Hebert said he would research the issue and report.

Mr. Hebert asked if there were any other issues, concerns or compliments.

9. Executive Session

The meeting moved to Executive session to discuss individual tenant issues.

Mr. Hebert stated the next meeting of the Ridgefield Housing Authority would be on November 23, 2016 at 7:00 p.m., located at Congregate Housing-Prospect Ridge. Mr. Kukulka moved and Mr. Coyle seconded a motion to adjourn the Ridgefield Housing meeting at 8:28 p.m. The motion passed 4-0.

Respectfully submitted,

Nancy Fields
Recording Secretary