

**Ridgefield Housing Authority (RHA) Meeting Minutes for June 28, 2017
(Approved)**

Congregate – 51 Prospect Ridge – 7:00 p.m.

Commissioners: Frank Coyle (Chair), Vincent Liscio, Jan Hebert, Cathleen Savery and John Kukulka
Housing Officials: Philip Sfraga, Property Manager and Kimberly Henderson, Resident Service Coordinator

AGENDA

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

Mr. Coyle called the meeting to order at 7:01 p.m.

2. Approval of Minutes

Copies of the May 24 2017 and June 14 2017 minutes were previously distributed to the RHA commissioners.

Mr. Liscio moved and Ms. Savery seconded a motion to approve the May 24 2017 and June 14 2017 minutes. The Ridgefield Housing Authority voted 4-0. Motion passed. Mr. Kukulka was absent.

3. Treasurer's Report

Mr. Coyle, Treasurer, presented the May 2017 Financial Report.

Mr. Liscio moved and Ms. Savery seconded a motion to approve the May 2017 Treasurer's Report. The Ridgefield Housing Authority voted 4-0. Motion passed. Mr. Kukulka was absent.

Mr. Coyle announced that two more commissioners were able to sign RHA checks. Mr. Coyle proposed that two signatures be required on the checks, given Board approval prior to being written, be they paper or electronic.

Mrs. Hebert moved and Mr. Liscio seconded a motion to approve that all paper & electronic checks written by the Ridgefield Housing Authority, with Board approval, require two commissioner signatures. The Ridgefield Housing Authority voted 4-0. Mr. Kukulka arrived at approximately 7:06pm. Mr. Kukulka abstained. Motion passed.

The state has indicated a potential reduction in ERAP support at Ballard Green. They have asked RHA to pick one of the three options in dealing with the lower funding:

1. Lottery where the winning residents get full support.
2. Longevity where residents residing at Ballard Green the longest get full support.
3. Needs Based where residents with the greatest need get full support

Resolution: The RHA chooses option 3, needs based, as the best alternative

4. Tenant Commissioner Report

Ms. Savery presented the May 2017 Tenant Commissioner Report.

Discussions on:

- Timely Vendor Payment – If future issues, Recording Secretary to be paid by RHA.
- RHA Minutes Binder – To be updated. Mr. Sfraga to be emailed approved minutes.
- Library clock – Status? To be ordered.
- Unlocked front door – Mrs. Hebert suggested a checklist and Mr. Sfraga agreed.
- Ballard Green kitchen closure – Lock to be changed to a double lock-requires a key.
- Maintenance Calls/Confusing Phone Message – Mr. Sfraga agreed to cut verbiage and give emergency option priority. The ‘leave a message’ option will be second.
- Congregate Housing – Painting, landscaping, deck staining delayed due to weather.
- Ballard Green blower debris on car – Landscapers to be advised to be more careful.

Mrs. Hebert moved and Mr. Liscio seconded a motion to approve the May 2017 Tenant Commissioner Report. The Ridgefield Housing Authority voted 5-0. Motion passed.

5. Management Report

Mr. Sfraga presented the Management Report. There were discussions on:

- A. **Occupancy**-Reported 99% thru first 6 months. Very active wait list due to increased exposure.
- B. **Repairs** – Overall good. Delays mainly due to weather conditions. Some landscaper damage.
- C. **Landscape Design** – To begin next month at both Ballard Green & Congregate.
- D. **Pump House** – Demolition contractor to bid and give a timeframe. Still working on material removal. Will be obtaining a demolition permit shortly.
- E. **Gift Shop Demo** – To be completed in July.
- F. **Non-Coal Tar Products** – Used at Ballard Green. B. Building done. Difference is notable.
- G. **Tenant BBQ** – Scheduled for the 1st week in August. More information to come.
- H. **CHFA Recommendations** – Waitlist changes, using Preference Points, and vetting tenant affordability. Mr. Coyle suggesting tabling this for now. To revisit next month.
- I. **“Smoke Free” property meetings** – Beginning in July. Goal is to be smoke free by next Sept.
- J. **State Funding** – No timetable given.

Ms. Henderson presented the Residential Service Coordinator report. There were discussions on:

- A. National Charity League – Donation of new coffee pots and tea kettles
- B. Refreshment hour at Ballard Green and Project Outreach at Prospect Ridge

- C. Quality of Life Initiative Program – Resident painting evaluation to be done so specific need can be brought to volunteer groups

Ms. Savery also mentioned a Craft Projects session to begin July 13th, 2pm at Ballard Green. Ms. Savery encouraged residents to bring their own crafting projects.

Mr. Kukulka moved and Ms. Savery seconded a motion to approve the May 2017 Management Report. The Ridgefield Housing Authority voted 5-0. Motion passed.

6. Old Business

Traffic Fences - Mrs. Hebert is waiting to hear from one additional vendor. Wheels are an option.

7. New Business

None identified.

8. Public Session

Wendy Boyko had a personal issue. Mr. Coyle said it would be discussed at Executive Session.

Isette Brendza said she noticed the Ballard Green community room kitchen had been locked. Mr. Coyle advised that had already been discussed. Mr. Sfraga will be changing the locks. Ms. Brendza also asked what happened to the cup dispensers for the water cooler. Mr. Sfraga said to call the office and they would refill the supply of the water cups.

Susan Proctor also mentioned the kitchen had been locked when Mr. Sfraga had been absent.

Barbara Costa said the upstairs was slippery in the hallway and there were no signs. Mr. Sfraga said the residents should call the office right away. Ms. Costa said she called her sister.

Coco Barron gave thanks for changing the pictures on the meeting flyer, which she thought was more attractive. Ms. Barron also mentioned many people were going the wrong way in the one way road. Mr. Coyle said when she sees this happen, to take pictures. Mr. Coyle explained that a name or a license plate was needed. Ms. Barron should give it to Mr. Sfraga. Mr. Kukulka said that road cannot be policed. No practical way to enforce. Ms. Barron said perhaps a flyer could be sent out or even a camera used in the future. Ms. Barron asked if other seniors were allowed to join the activities. Mr. Sfraga said all property residents were welcomed. Mrs. Hebert reminded Ms. Barron that there were some activities specific for Congregate because Ms. Henderson received donations, not because there was any given funding. Ms. Barron asked Mr. Sfraga for the total number of people on the wait list. Mr. Sfraga said approximately 570 for all properties.

Isette Brendza asked about a Ballard Green website. Mr. Sfraga said the general website was being updated and there was a Facebook page. No specific Ballard Green website.

Patricia Reiher asked when there would be new lounge furniture. Mr. Sfraga said a couple of weeks.

9. Executive Session

The meeting moved to Executive session at approximately 8:45p.m.

Mr. Liscio moved and Mr. Kukulka seconded a motion to adjourn the Ridgefield Housing meeting at 8:38 p.m. The Ridgefield Housing Authority voted 5-0. Motion passed.

Respectfully submitted,

Nancy Fields
Recording Secretary