

Town of Ridgefield
Housing Authority Meeting
Wednesday, October 18, 2017
Approved Meeting Minutes
51 Prospect Ridge, Ridgefield, Connecticut- (Congregate Building)

In attendance: Vincent Liscio, Jan Hebert, John Kukulka, and Philip Sfraga

Absent: Frank Coyle and Cathleen Savery

Agenda

Call to Order

A meeting of the Housing Authority was called to order at 7:02 pm by J. Hebert.

1. Approval of Minutes

9/27/17: J. Kukulka moved and V. Liscio seconded the motion to approve the 9/27/17 meeting minutes. Motion carries 3-0.

10/11/17: V. Liscio moved and J. Kukulka seconded the motion to approve the 10-11-17 minutes with modifications. Motion carries 3-0.

2. Management Report

Philip Sfraga reports that the current rate of occupancy for 51 Prospect Ridge and the Meadows is at 100%. The longest duration of a vacancy was 9 days. The annual site visit from Boston Capital will take place on October 25th. Capital Projects are at a standstill pending further discussion with Tina. Recently, improvements have been made to the landscaping. There are currently no active tenant issues; however, there is an ongoing court case still in litigation, but the matter was continued at the last hearing.

J. Hebert moved and J. Kukulka seconded the motion to approve the Management Report. Motion carries 3-0.

3. Financial Report

No motions made. This matter will be heard at a future meeting when Frank Coyle is present.

4. Tenant Commissioner Report

- Management is actively working to implement an anti-bullying/anti-hazing policy in the future.
- In the future, agencies may be required to provide the Housing Authority with the name of their aide(s) and the agency in which they're affiliated with as a means of record-keeping.
- Typically, notices are left for the resident following in-home repairs. If you notice that you have not received a notice, please advise Philip Sfraga immediately.
- Some residents have noticed they are being charged for labor and material secondary to in-home repairs. If a resident is charged and it is outside of normal wear and tear, HUD regulated fees along with a useful life expectancy chart are used to assess the charges. Residents have 10 days to dispute charges with management.
- Some residents have complained that the lounge furniture is not comfortable, and would like pillows. Philip Sfraga is available to speak with residents about this issue and work towards a resolution.

J. Kukulka moved and V. Liscio seconded the motion to approve the Tenant Commissioner Report. Motion carries 3-0.

5. Old Business

J. Kukulka discusses making improvements to the entrance at Congregate. The work to be performed will focus on safety and be more aesthetically pleasing. The scope of repairs will include the stairs, retaining wall, and drainage. In order to begin the work, the Board must first hire a Surveyor and Engineer to assess the repairs and provide an estimate.

J. Kukulka moved and V. Liscio seconded the motion to approve bids in the amount of \$2,950 for a surveyor and civil engineer to determine the cost for foundation repairs. Motion carries 3-0.

6. New Business

- Going forward Housing Authority Meetings will be rescheduled so as not to conflict with the Board of Selectmen and Board of Finance meetings. All tenants will be advised of the new dates once available. The next Housing Authority Meeting will be held on December 6th at 7 pm; therefore, there will be no meeting in November.
- Bob Hebert extended his sincere thanks and appreciation for the card sent by the Housing Authority.

No motions posed.

7. Public Session

- Stemming from the discussion on apartment repairs, Barbara Costa explained to the Commissioners that at one point a line was clogged from another apartment, at which point it was determined that she would not be charged for labor or repairs.
- Susan Proctor reminded meeting attendees that the Smoking Meeting will be held on October 25th. Susan also agreed with use of the magnets to secure notices to resident's doors. Nancy Higgins of Ballard Green advised that wreath magnets for the door prove to be effective in terms of strength and are cost effective.

No motions posed.

8. Executive Session: Individual Tenant Issues (if required)

No motions posed.

Motion to Adjourn

J. Kukulka moved and V. Liscio seconded the motion to adjourn the meeting at 8:00 pm. Motion carried 3-0.

Action Items

- Philip Sfraga would like to meet with the Board in the next two weeks to further discuss the internal improvements at Congregate, as they are currently over the 2017 annual budget projections.
- J. Hebert will test industrial strength magnets on select units at Ballard Green. The magnets will sit below the window (below the screen level).
- Congregate is still seeking to secure permeant housekeeping personnel. For the short-term, Congregate is currently utilizing a cleaning service. The position is 40 hours per week and is being advertised in the newspaper. The Commissioners have asked that the ad is forwarded to them for review and circulation.
- Traffic fences were ordered and six have been installed to date. Extenders have been added to fences as well and will be removed prior to any plowing during the winter season.
- The Board is looking to identify a resident who will allow paint to be tested in their apartment before moving on to other units. One volunteer has been identified but not yet confirmed.
- Smoke shelters have been added to the 2018 budget.
- Eversource is in the process of updating the lines at Ballard Green. Intermittent power outages are secondary to work being performed.
- The sign at Ballard Green Apartments is leaning and in need of repair.
- J. Kukulka will call the Surveyor and Engineer with regards to the improvements listed above. He will report back the status at a later date.

Respectfully submitted,
Shannon Freda