

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday, September 27, 2017
Ballard Green Community Center, 25 Gilbert Street 7pm

Attendees:

Commissioners: Frank Coyle, Jan Hebert, Cathleen Savery.

Commissioners Absent: John Kukulka, Vincent Liscio

Konover Residential Management: Phil Sfraga, Kimberly Henderson

Residents: Susan Proctor, Nancy Higgins, Krisann Benson, Issette Brendza, Moe Boregard, Karen Vandeventer, Ann Twidy

Agenda: All items in **BOLD** below:

1. Mr. Coyle **Called the Meeting to Order** at 7:05pm
2. A **Motion to Approve the Minutes** of August 23 and September 13 (adjusted) was made by Ms. Savery and 2nd by Ms. Hebert and unanimously approved.
3. **The Management Report**

Portion of report made by Mr. Sfraga contained the following

- Occupancy Report as of 9/1/2017 includes Ballard Green 100% occupied with one unit on notice and one anticipated vacancy; Prospect Ridge Congregate is 100% occupied with one unit on notice; General Apartments are 100% occupied with no notices given and none anticipated. The Meadows as of 9/14/2017 is 100% occupied with no notices given or anticipated.
- The Maintenance Report states that the properties are in good condition. There was a flood on 9/20 causing isolated damage to 6 units and the kitchen. The damage has been remediated and the repair work is in progress. Also, the ADA doors and remote access have been installed at Ballard Green Community Center. All residents have been given key fobs. The exterminator has been notified of the problem with spiders and hornets/wasps and will address at next visit.
- Legal fees have increased due to tenant evictions for no payment and lease noncompliance
- A meeting was held with residents and a draft of the No Smoking Policy has been created. It is expected that more changes to policy will occur. It is also noted that the no smoking policy refers also to e-cigarettes and vapor cigarettes.
- There has been an increase of noise complaints at Prospect Ridge and General Apartments.

Portion of report made by Ms. Henderson contained the following:

- Many events occurred in the month of September including an ice cream social with Anthem Blue Cross and Blue Shield which outlined for the residents some insurance options at no cost and changes in 2018 plans. There were fall dessert socials sponsored by the RSC at both properties.

- Upcoming events include the Annual Lions Pasta Dinner on Tuesday, October 3, Ballard Green Community Center for residents of both properties. Ms. Henderson will inquire if residents of the General Apartments can also attend.
- Another presentation from Anthem Blue Cross and Blue Shield, hosted by Elizabeth Azud, will take place at Ballard Green, Wednesday, October 4 from 6-7pm and at Prospect Ridge/Congregate on Wednesday, October 11 from 6-7pm. She will discuss insurance changes and the Medicare Savings Plan B.
- The next Smoking Free Policy meetings will be at Ballard Green on Wednesday, October 25th from 3-4pm in the community room, and at Prospect Ridge/ Congregate on Wednesday, October 25th from 1-2pm in the Lounge.

A motion was made by Ms. Hebert and 2nd by Ms. Savery to accept the Management Report and was unanimously approved by the Board present.

4. **Financial Report** was made by Mr. Coyle. He stated that 116K, a developer's fee, was paid back from RHA account to the LP. He gave a breakdown of each portion the RHA LP's standing for current expenses to budget. He stated the cash situation was good but noted that the funds for the Meadows is lower. Mr. Sfraga felt this was not a problem as the property should not require any further expenses this year and there are no future needs expected.

A motion to accept the Financial report was made by Ms. Hebert and 2nd by Ms. Savery and unanimously approved by the Board present.

5. **Tenant Commissioner's Report:** Ms. Savery asked:

- The timing for the replacement door at Congregate and for the floors at Congregate. Mr. Sfraga reported that he is seeking at least one other bid for the work.
- The timing for the removal of the pump house. Mr. Sfraga said it should be done by the end of the month (September). Ms. Hebert wondered if that would give the landscaper time to remediate the property before the weather change and he felt that there would be time.
- Status of the traffic fences. Mr. Sfraga reported that he has a volunteer to paint the fences, and they should be done soon.
- Lock for kitchen door at Ballard Green community room. Mr. Sfraga will confirm with maintenance man that he has the parts.
- Air conditioners in units at Ballard Green that have increased condensation. Mr. Sfraga reported that two have been replaced but there is currently no more in stock. One of the units, also, required some repair due to the old air conditioner unit.
- Mail boxes for the doors for notices. Mr. Sfraga has been speaking to Konover staff about the best way to accomplish this and ideas other properties have used. The board felt the boxes would be the best solution. Mr. Sfraga will speak again to Konover.
- Furniture for Ballard Green community room. Mr. Sfraga will contact the company again to assess a delivery date.

- Status of the maintenance truck. Mr. Sfraga will check to see if there are enough funds left for this year to replace the truck. He noted that the truck is currently functioning well, and Mr. Coyle said that it could wait until next year.
 - Ms. Savery asked RSC if the menus for the Christmas lunches at Lounsbury House could be made available before the event in case of food sensitivities. Ms. Henderson noted that it is not possible as the event planners get the food from local restaurants, and it cannot be certain what each facility will donate.
 - A motion was made to approve the Tenant Commissioner's report by Ms. Hebert and 2nd by Ms. Savery. Unanimously approved by the Board members present.
6. **Old Business:**
- The conversation about parking at Ballard Green during CHIRP concerts will be deferred until next year as the venue may change.
 - Congregate Entrance: The plan is to address the safety and drainage problems. Commissioner Kukulka met with an engineer but was not present at meeting today to discuss. It will be deferred until next meeting.
7. **New Business:** There is no new business
8. **Public Session:**
- Karen Vandeventer commented that the smells from the fragranced laundry detergent can be overpowering to some residents with sensitivities. Mr. Sfraga and Ms. Henderson are working on a possible schedule for use of facility with fragrance and fragrance-free detergents.
 - Susan Proctor inquired about subsidies from the state of CT. Mr. Coyle replied that as report last month, the subsidies will be funded this year. Mr. Sfraga also noted that the state rental assistance program will be eliminated by attrition. There will be not subsidies for any new residents. She also inquired about notification to residents when their unit receives workers for maintenance in or around their apartments so that they can have option to preserve their gardens if needed.
 - Nancy Higgins commented on the risk of ingestion of laundry soap pods and the use of germicidal solutions in the washers. Mr. Sfraga reported that some aids are using a product called NABC to remove excrement from bed linens. The staff will attempt to find a solution but noted that people using these chemicals will be asked to launder elsewhere.
 - Issette Brendza inquired if TV in Ballard Green community room could be lowered. Mr. Coyle said that the decision was made to wait until new furniture arrives to see if there is still a problem. She also noted that there was a feeling among some residents that their calls for services have been slow to respond. Mr. Sfraga will bring list to next meeting of service calls and response.
 - Krisann Benson requested that blue chairs in Ballard Green community room not be removed when new furniture arrives
 - Discussion ensued with residents who had concerns with pesticide use by exterminator. Reminder that Material Safety Data Sheets are available for review in office if there is a concern. Mr. Sfraga also reported that he is not sure when Eversource will be completing the work on the underground wiring.

There was a motion adjourn the meeting by Ms. Savery and 2nd by Ms. Hebert. The board present approved and the meeting was adjourned at 8:16pm.

Minutes respectfully submitted by acting secretary Commissioner Jan Hebert.

