

Ridgefield Housing Authority (RHA) Meeting Minutes for January 18, 2018

**Approved
Ballard Green**

25 Gilbert Street, Ridgefield CT, 06877

Commissioners: Frank Coyle, Vincent Liscio, Jan Hebert, Cathleen Savery and
John Kukulka

Property Management: Philip Sfraga, Property Manager and Kimberly Henderson, RSC

Public attendees: See attached

- 1) **Call to Order:** the Chairman, Mr. Coyle, called the meeting to order at 7:05 P.M.
- 2) **Approval of Minutes:** The minutes from the December 6th, 2017 meeting were approved with changes. Motion by Ms. Hebert, 2nd by Ms. Savery, Approved by All present. The minutes from the Dec. 13th, 2017 meeting were approved with a Motion by Ms. Savery, 2nd by Mr. Liscio, Approved 4-0-1.
- 3) **Management Report:**
 - Mr. Sfraga reported that occupancy for the combined properties is at 96%. The breakdown was as follows: Ballard 92%, Congregate 100%, General 100%, Meadows 100%.
 - Mr. Sfraga reported there were many Maintenance call backs due to weather.
 - Mr. Sfraga reported that the New Assistant Manager was now in training. Her name is Janet Mollette and she comes with experience from the New Haven Housing Authority.
 - Ms. Henderson (RSC) reported that she began one on one meetings with residents and covered topics such as hydration, staying warm, support systems and Quality of Life issues. The findings from these open discussions with residents will go to RSC Management and the Tenant Commissioner. The residents were also trained in using a Rent Log and in how to log their Work order requests.
 - Ms. Henderson also reported that resident assessments of the RSC program, with feedback requested, will be going out and asked that residents fill them out to help improve the RSC programs. Ms. Hebert encouraged residents to fill these out.
 - Ms. Henderson reported that a Men's Movie Day went VERY nicely. It was initiated and led by a Ridgefield resident Mr. Robert Reiss who was kind enough to also bring refreshments. Well done!
 - Ms. Henderson also said the volunteers who signed up to help residents with snow removal from around their cars went VERY successfully and residents were very thankful.
 - Motion to accept the Management Report was made by Mr. Liscio, 2nd by Ms. Hebert & Approved 4-0-1
- 4) **Financial Report** was made by Mr. Coyle. He stated:
 - that there was \$41k that was not put on the Management report as Reserve, and that he has followed up to correct the Report
 - the Federal Home Loan Bank would charge a \$365k penalty to Refinance the current \$1.7m mortgage.
 - that finances were as expected over the last 3 months with added expenditures on Capital Improve.
 - that the LP units are currently depositing \$300 per month, per unit, into Reserve and that will go up to \$350 per month as per advisors. There is currently \$325k in that account.
 - Mr. Coyle also has reached out to the RHA Auditor and Konover Management in regards to RHA expansion of units. Both entities gave him the name of Mr. Lou Trajcevski of New Castles Ventures to speak with on the subject. The VP of Konover, Mr. Kingston, will attend the meetings on this, as will the other RHA Housing Commissioners, if geographically possible.
 - Motion to accept the Financial Report was made by Ms. Savery, 2nd by Ms. Hebert and approved 4-0-1
- 5) **Tenant Commissioners Report** By Ms. Savery. Commissioner Savery stated:
 - Trees had been cut down and needed replacement as per policy.
 - Mr. Sfraga stated 3 trees were removed for various reasons inc. safety, damage, shelter placement & law enforcement line of site. All trees will be replaced in appropriate locations.
 - Ms. Savery questioned why removal of a particular tree near the Handicap space. Mr. Sfraga will look back into that and report on the reason.
 - Ms. Savery commented that Snow removal had been great, except for none at the rear doors in Ballard, creating a possible safety issue.

- Ms. Savery also stated that the front door at Ballard was not operating with the FOB entry system and the Handicap entry Button is opening doors with no key needed, and that is creating a security problem. Mr. Sfraga said he will have the installation company come out to correct this. They are scheduled for Tuesday.
- Ms. Savery also stated that the lights outside at Ballard seemed to be on during times when there is enough natural light. Mr. Sfraga said these are on a sensor and he will address it.
- Motion to accept Tenant Commissioners Report by Ms. Hebert, 2nd and Approved 5-0

6) **Old Business:**

- Pump House and Pavilion were discussed. Contractor has been given a deposit to begin work as soon as the permits are reissued.
- Pavilion: Commissioners will be shown types of structure before bids go out.
- Ballard Green signs are budgeted for and scheduled for March/April. It will include layout of buildings on the campus. Better visual color for lettering on buildings will be looked in to also.
- Magnets for front doors still being tested.
- Ms. Savery questioned if landscaping pricing has been bid on. Mr. Coyle: that has been done.
- Congregate cleaning is now being done by a housekeeper and no longer by a service.
- Maintenance Truck will be put out for bid by Feb 15th meeting if no used replacement truck is found prior to that.
- Congregate Entrance: Mr. Kukulka will work with Mr. Sfraga on Statement of Work to go out for Bid. This will be presented to the Board prior to the Feb 15th meeting.
- RHA handout to residents regarding the RHA Board and meeting procedures will be delayed due to a possible change in meeting schedule.
- ADA assessment procedure that the Town of Ridgefield is utilizing, is under consideration for RHA properties. Mr. Tony Philips will be involved. Mr. Coyle will investigate further.
- Ms. Savery questioned about the dumpster with sliding doors being in and Ms. Savery stated the doors were frozen shut.
- Ms. Hebert questioned about the TV mount for Ballard. Mr. Coyle stated it was approved. Mr Sfraga will follow up.
- Ms Hebert questioned the painting for residents apartments. Mr.Sfraga stated that one has been done. It took 4 days and was costly.
- Ms. Savery asked for single remotes for Ballard and Congregate. Mr. Sfraga will follow up with Xfinity and if no results there, Mr. Liscio will follow up with possible single remote from Magnolia.
- Ms. Savery brought up the computers problems at both Ballard and Congregate

7) **New Business :** None

8) **Public Session:** (attendees on attached list)

- Ms. Barb Beaulieu commented on safety issues of a certain tree removal; that Eversource grading of land has created a safety hazard; that both the front and back door of Ballard units need to have snow removal for safe egress, and that the proposed Pavilion be smoke free.
- Ms. Susan Proctor asked about the latest on the Smoking Policy. Discussion ensued. A policy draft will be completed by the end of this month, presented to residents for comments, which will take place through meetings and also written commentary. There will be a 30-day period for commentary and then final policy will be written. The policy implementation deadline is July. Ms. Proctor also commented on late snow removal and the danger that created to be able to exit apartments.
- Ms. Krisann Benson also commented on the issue of safety for rear door snow removal at Ballard units and the Smoke Free policy.
- Ms. JoAnn Lynch brought up the fact that no smokers had been present or represented at any of the smoking meetings. Discussion ensued.
- Ms. Savery asked about Towing procedure and a discussion ensued on rules.
- Ms. Karen Vandeventer asked about a Handicap parking challenge. Discussion ensued. A possible way to address it was discussed and will be looked in to by Mr. Sfraga.
- Ms Proctor had an additional comment on the ADA discussion from earlier.

The **Meeting** was **Adjourned** by Mr. Coyle at 9:26 P.M.

Minutes respectfully submitted by Secretary Commissioner Vincent Liscio