

Ridgefield Housing Authority Board Meeting
Approved Minutes
Thursday, February 15th, 2018; 7pm
Congregate, 51 Prospect Ave, Ridgefield, CT 06877

Attendees:

Commissioners: Jan Hebert, Cathleen Savery, John Kukulka, Vincent Liscio

Commissioners Absent: Frank Coyle

Konover Residential Management: Phil Sfraga, Kimberly Henderson, Kim Pietrovazio

Residents: Susan Proctor, Nancy Higgins, Krisann Benson, Issette Brendza, Mary Tarzia, Irene Lagowski, Sandy Landon, Pat Reiher

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

The meeting was called to order by acting Chair Ms. Jan Hebert at 7:15 P.M.

A Motion for the **Approval of Minutes**, with adjustments, for January 18th, 2018, was made by Ms. Hebert, 2nd by Ms. Savery and approved by all Commissioners present.

The **Management Report** was made by Mr. Sfraga and RSC Ms. Henderson. Mr Sfraga reported:

- There is 98% occupancy property wide for the first 1 ½ months of this year
- Mold issues are being dealt with
- That the new assistant manager Janet, has attended two additional trainings this month to “stay up to speed”.
- The “Lunch and Learn” meetings for residents had good attendance.
- The Smoking Shelters are on target.
- The Smoking Policy will be in effect on May 1st. Final policy vote will be held at the March 1st meeting.
- Ms. Hebert asked Mr. Sfraga when the floors in the Congregate would be done and Mr. Sfraga replied that he is in conversation with the Ridgefield Fire Department to make the final decision on what time of day/night would be best and safest for the residents and then the installation will be done.
- Comcast will conduct two meetings, one at Ballard Green and one at Congregate upon the installation of the new, voice activated control system for TV use. Those meetings will be March 8th at Ballard at 11 A.M. and March 15th at Congregate at 1:00 P.M.
- Ms. Savery questioned if the new permit for the kitchen at Congregate has been applied for. Mr Sfraga said he would complete the on line registration tomorrow.

Ms. Henderson reported:

- There will be a “Committee to Create Community Events” held at Ballard Green, February 22nd at 10A.M.
- There will be the opportunity for a “Silver Sneakers” Wellness and Fitness program with a Certified trained instructor. Residents should check the BG Gazette and Prospect Ridge Newsletter for info and sign up info.
- The next Tenant Commissioners meeting will be Wed, Feb 28, 11AM at Ballard.
- Lounsbury House Senior Lunches start Mon, May 26. See RSC Kimberly.
- The 1st “Coffee” will take place at BG, Tues, Feb 20th, 11:30A.M. & Prospect Ridge Fri, Feb 23rd, 3:00 P.M.
- Knight of Columbus-Easter Basket will be delivered Sat, March 3, 11AM-Noon.
- Women’s Day at BG will be hosted by Jesse Lee Church. Late April/Early May.

Motion to accept the Management Report by Ms. Hebert, 2nd Ms. Savery, Approved by all

Financial Report... deferred till next meeting.

Tenant Commissioner Report... deferred till next meeting.

Old Business:

- Ms. Hebert stated that the Pump House Demo target date is May 15th.
- Ms. Hebert stated the TV holder for BG will be in by March 1st, the FOB will be operating correctly by March 1st, the new BG Signage will be in for May 1st, and the Magnet Test for Ballard Green will be complete by May 1st.
- Ms. Hebert stated and Mr. Sfraga commented on two new computers coming in for Ballard and Congregate by March 30th. A possible 2nd one for BG discussed.
- Ms. Hebert stated the “Unloading Space” will be assigned by May 15th.
- Ms. Savery commented on and will look into the best color for numbers on BG buildings for identification by Emergency personnel.
- Ms. Savery also commented on the FOB not operating at a BG entrance.
- Ms. Hebert commented on the “Scope of Work” document for Congregate entrance is under way. Mr. Kukulka said he will be writing this up.
- Mr. Sfraga said the new Maintenance truck is out for bid. 2 week process.
- There was a motion to accept the new, adjusted RHA Calendar by Mr. Kukulka, 2nd by Ms. Savery, unanimously passed.

New Business:

- Ms. Hebert reported that there will be Rent increases on each of the 4 properties. That there will be continuation of the current policy that has been in effect for the past 4 years and increases are limited by the Dept. of Housing. Congregate and BG residents will have (small) increases paid by subsidies. General and Meadows are limited to a \$100 increase (by our policy) and will be few, if any that big.
- Ms. Hebert opened up a comment period by Residents on the Smoking Policy:
 1. Ms. Tarzia: said, Good idea. And expressed a fear of fire from smoking.
 2. Ms. Brendza expressed she felt it would be difficult for some older residents to comply. Especially in winter.
 3. Ms. Hebert stated that Smoking Cessation classes are an option.
 4. Ms. Landon stated she felt smokers should just stop.
 5. Ms. Proctor stated that resident Penelope Fredrick wanted it known that she felt there should be an entire ban on smoking at RHA properties.
 6. Ms. Beaulieu would like a permanent smoking ban also.
 7. Ms. Proctor agreed with a ban also.
 8. Ms. Higgins stated that current proposed policy is nice, but fears it will lead to No End of smoking. That the 25ft max from building, smoking ban, could be misinterpreted, it should state “Smoking in Shelters Only”.
 9. Ms. Benson asked for her earlier correspondence to be included for consideration.
 10. Mr. Kukulka stated there should be a section at the end of the policy with commonly asked questions along with the appropriate answers.

Ms. Hebert closed this portion of the meeting stating all other comments should be in by March 1st.

Public Session:

- Ms. Lagowski stated she was concerned that Ballard Green apartments have health issues: Mold, Insects and Old appliances.
- Ms. Benson expressed a concern about the new lighting for the Entry Sign.
- Ms. Brendza questioned the management office business hours and the Washing Machines had a moldy smell. Mr. Sfraga will have cleaning pellets used more.
- Ms. Tarzia expressed a problem with apartment and mold. Will fill out work order. Mr. Sfraga said professional testers will be in Thursday.
- Ms. Landon expressed some difficulties with the housekeeper and scheduling.
- Ms. Proctor brought up an access issue due to flooding and icing near her unit and near Bldg E due to Eversource work. Mr. Sfraga said there is Ice melt available.
- Ms. Benson expressed than you for the new special type of Asphalt laid.
- Ms. Proctor asked about the legal explanation from an attorney concerning the Smoking Policy. Ms. Pietrovazio of Konover commented that it was sent to the attorney for comment as to its strength and compliancy and the review was done.
- Ms. Tarzia asked about buying her own washer/dryer. Mr. Sfraga said there is an option. Ms. Benson asked that only fragrant free detergents be used in these.

There was a Motion to Adjourn by Mr. Kukulka and 2nd by Ms. Savery and unanimously passed. Ms. Hebert adjourned the meeting at 8:44 P.M.

The Commissioners moved in to Executive Session.

Minutes Respectfully Submitted by Secretary Commissioner Vincent Liscio