

Ridgefield Housing Authority
Approved Minutes
Thursday, March 15th, 2018, 7PM
Ballard Green Community Center, 25 Gilbert Street, Ridgefield, CT 06877

Commissioners Present: Frank Coyle, Cathleen Savery, Jan Hebert, Vincent Liscio, John Kukulka (Mr. Kukulka arrived at 8:04 PM)

Konover Management Personnel, Philip Sfraga, Janet Mollette, Kimberly Henderson

Residents: Sign in sheet

The meeting was **Called to Order** by Mr. Coyle at 7:04 PM.

Approval of Minutes from:

1. 2/1/18, Motion to approve by Ms. Hebert, 2nd Mr. Coyle, Approved 3-0-1
2. 2/15/18 Motion to approve by Mr. Liscio, 2nd by Ms. Hebert, Approved 4-0
3. 3/1/18 Motion to approve by Mr. Liscio, 2nd by Ms. Savery, Approved 4-0

Management Report:

Reported by Mr. Sfraga:

1. Occupancy at 98% overall. Per property: 95% Ballard, 100% Prospect Ridge, 100% General Apartments, 100 % Meadows.
2. Maintenance Report: Both properties are in good condition. Some challenges still exist with snow removal. Overall snow removal performance improved.
3. Management updates: Recertification process continues for both sites.
4. Rent Increases proposal will follow along the current controls. See Old Business below.
5. Pump House demo complete. Backfill only necessary over pumps.
6. BG TV Holder is in. Installation hopeful by April 15.
7. BG FOB entrance for community house repair should be done Fri, 3-16.
8. BG & Congregate Computers. New one will be a touch screen for BG, in by May 1st, existing one to remain. Congregate one to follow soon after BG.
9. Mold Situation & Info Session: Experts will be scheduled to come and speak somewhere within the 1st two weeks of May.
10. Smoking Shelters: there will be 5 of these. The target date for set up is May1st. The cost will be approximately \$5600 each, including concrete slab & accessories.
11. New Maintenance Truck: Offer from Pamby at 10% over cost. Bids continue.

Reported by Ms. Henderson:

1. Resident Assessments ending at Prospect Ridge. BG will begin week of April 16.
2. Coffee Hour Mon, March 19, 3PM at Prospect. Thurs, March 22, 11:30AM at BG
3. Lounsbury House Springtime Senior Luncheons begin Mon, March 26th at Noon.
4. Earth Day at RHA properties. See BG Gazette & Prospect Express April News.
5. Knights of Columbus Easter Basket info was due in March 16th.
6. Thank you to Residents who attended Social Event Committee/Gathering in Feb.
7. Ms. Hebert mentioned SNAP program at GHA. Ms. Henderson will follow up.
8. Ms. Savery mentioned movie day at BG, 3/27, 3PM & Prospect to be announced.

Motion to Accept the Management Reports was made by Ms. Savery, 2nd by Ms. Hebert, Approved 5-0.

Financial Report: Mr. Coyle said the final February report was not available yet but that there was nothing “earth shattering” in what he has seen so far and that at the Town Hall meeting this coming Wed the 21st, 7:30 PM, the Property Tax Pilot for the Meadows is on the Agenda.

Motion to Approve was made by Ms. Savery, 2nd by Ms. Hebert, Approved 5-0.

Tenant Commissioner Report: Ms. Savery

1. Mold discussion will be held off till info session by experts set up by Mr. Sfraga.
2. Expanded TV service. It had been approved by Commissioners and seems not to be available. Discussion ensued. Mr. Sfraga said Netflix is there and available via the App.
3. A single remote is not available through Comcast. Mr. Liscio will look into one.

Motion to Accept the report was made by Mr. Liscio, 2nd Ms. Hebert, Approved 5-0.

Old Business:

1. **Proposal of Rent Increases.** The RHA methodology of rent increases will not change and will be voted on at next months meeting on Wed., the 18th, at Congregate. The method is as follows: 2% increase across the board at Ballard Green and Congregate. Those residents that are subsidized should not see an out of pocket increase due to this. Meadows and General Affordable will be within the legal limit and RHA caps those increases at \$100 per month. Most increases will be no more than “approximately” \$40 per month. The State has changed its Methodology for computing Utility Allowances which could cause an out of pocket increase of about \$10-\$11 per month for Residents.
2. **RHA Smoking Policy & Vote:** The vote was to accept the policy with adjustments. Mr. Sfraga will make these adjustments as voted on. These would be on page 1 inserting verbiage to state “exclusive of designated smoking structures”, on page 3 changing the effective date to May 1st, 2018, and also on page 3, the Tenant Violations, except in smoking structures. **Motion to Accept** was made by Ms. Hebert, 2nd by Mr. Liscio, Accepted and Approved 5-0.
3. Mr. Sfraga has made **Biosweep** an option for all residents that smoke, to have their apartments professionally cleaned of all smoke and smoke related issues.
4. The **Congregate Entrance** scope of work is done except for lighting. Once addressed, Konover Management has been asked to have Quotes as of the May 15th meeting, when a discussion and RHA vote to go forward with the project to occur within 15 days.

Public Session:

Ms. Louise Massie, G-2, asked about replacement of trees. Mr. Sfraga said Earth Day.

Ms. Joanne Lynch, D-11, questioned the BG TV arm placement and commented on Water accumulation. Mr. Sfraga has addressed fixes with down spouts.

Ms. Susan Proctor commented on “pooling” problem near Bldg. E, then asked about snow shoveling at back doors. Mr. Sfraga explained some of the difficulties, including time frames that the company could have getting someone there to do this. Discussion ensued.

Ms. Barbara Beaulieu, E-8, asked when next snow removal bid was going out. Mr. Sfraga said Oct. She also expressed a concern about there are people wandering thru the property that should not be here. And she also expressed concern over the smoking issue. Discussion ensued.

Ms. Karen VandeVenter, D-4, stated that she had a seizure in the parking lot and no one helped until Ms. Krisann Benson. And that she had a work order in, that the office had not reacted to yet.

Ms. Isette Brendza, E-2, stated that she heard there were 3 men in the BG Community room that were not residents and they burned a flag, and that there was a lot of ice around the garbage container, also there was illegal parking happening in E section.

Ms. Nancy Higgins, D-9, stated that an elderly gentleman saw the 3 strangers.

Ms. Marshall Ballon, G-8, asked if there was a Policy/Protocol, in place in case of a power outage. Mr. Sfraga said the BG Community Center and surrounding lighting were on generators. Therefore the community room is available for residents during power outages. Ms. Hebert also informed everyone that there are Medical forms that your doctor can fill out so that the Power Company will address your outages first.

Mr. Coyle adjourned the meeting at 9:08 PM.

Minutes Respectfully submitted by Secretary Commissioner Vincent Liscio.