

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, July 18, 2018 at 7:00PM

Ballard Green Community Center, 25 Gilbert Street, Ridgefield, CT 06877-

Commissioners Present: Jan Hebert , Cathleen Savery, Vincent Liscio and John Kukulka (arrived 7:12PM)

Absent: Frank Coyle

Konover Management Personnel Present: Philip Sfraga, Janet Mollette and Kimberly Henderson

The meeting was called to order by Ms. Hebert at 7:07 PM

A Motion to Approve Minutes from June 20 meeting was made by Vinny Liscio, 2nd by Cathleen Savery 3.0

A Motion to Accept Management Report from July 18 was made by John Kukulka, 2nd by Cathleen Savery. 4.0

Motion to Accept Tenant Commissioner's Report: was made by Vinny Liscio; 2nd by John Kukulka. 4.0

A Motion to Remove TV from Wall was made by Cathleen Savery, 2nd Vinny Liscio, John Kukulka abstained. 3.0.1

A Motion to Adjourn Meeting was made by John Kukulka, 2nd Vinny Liscio 4.0

MANAGEMENT REPORTS:

Resident Items for Agenda:

- Agenda item requests to Frank Coyle or Cathleen Savery should be done via call to office to speak with either commissioner or via sealed note. Do not use TC boxes. Cathleen will also be hosting monthly Tenant Meeting at Congregate on Wednesday, July 25 at 1:00PM
- **RSC Meetings** – Residents are encouraged to attend meeting and volunteer to “create, own and implement” a social event for the enjoyment of their fellow residents. Walking groups have been started at Congregate on Mondays at 10:30 for ½ hour and will start at Ballard on Tuesdays at 11:30am.
- **RSC Office Resident Service Coordinator** reviewed her schedule in detail but can always be reached by phone or a message left and Kimberly will return call as soon as possible.
- **WII Game Introduction** will be introduced at Ballard shortly. First attempt had some weather issues.

CAPITAL IMPROVEMENTS

- \$100K identified would be used to cover some planned activities. Congregate entrance for 30K; new truck 40K; overage for smoking shelters and signage 10K; and Pavilion \$20K.

Action Items/Old Business/New Business:

- **Work Orders:** 17 orders submitted for repairs; 15 orders completed.
- **Occupancy Report:** Thru 1st half July all units 100% occupied; no vacancies anticipated. Lowest turnover rate since 2013.
- **Congregate Front Entrance:** Three contractors bidding – one received around \$30K – may be able to include new awning. Looking to complete by end of summer.
- **Congregate Floors:** Install beginning next week.
- **Smoking Shelter Areas:** Being finalized; residents will be notified; 3 being done at Ballard; 1 scheduled at Congregate; must be ADA compliant. Until shelters installed, tenants must use designated areas. Portable tents will be constructed until permanent structures exist.

- **Traffic Congestion – Safety Issues:** Resident Meetings to discuss access to park, frequent pedestrian, light commercial foot and vehicle traffic as well as guest behavior relating to parking, speeding, et.al.. Both being held on July 27 1PM at Ballard and 3PM at Congregate.
- **Concert:** With guard presence much improved.
- **BG TV:** TV will be removed from wall over fireplace and placed on a stand. Motion submitted and approved.
- **Lounge Floors:** At Congregate can be done now as well as baseboards.
- **AC's:** Being addressed at BG and Congregate over a three-year period including hall areas; started last year and continuing. Handle on as needed basis – emergencies first.
- **CVS Fence and gate.** Being installed next week with appropriate signage.
- **BG Front Entrance Signs:** Verbiage needs approval from town. Seeking.
- **Ballard Green Pavilion:** Will vote locale when all commissioners present but no later than August 1. Pump House more desirable location due to topography. Will include cameras, signs and police monitoring.
- **Pump House:** area deck from Alternative HS will be repaired/replaced soon.
- **BG Handicap Space for Unloading:** Should have completed in next two weeks.
- **Blacktop Cracks:** Working on it as needed; full press beginning next week. Will begin plans to do sections at a time with plan to completely redo blacktop in sections over period of couple years until completed.

New Business

General Apt Handicapped Sign: Needs to be placed vertically. Can't see in snow.

Public Session

- **Susan Procter D4**
 - Location of Pavilion; Signage with Map – timing and location; can't close big gate; smoking in cars; drain at Alternate HS
- **Nancy Higgins D9**
 - A thank you to the Board Members for their time and attention to the tenant needs.
- **Isette Brendza E-2**
 - Items dealing with specific tenants could not be discussed. Isette advised to contact office.
- **Penny Frederick E-3**
 - Tenants (unspecified) walking around with cameras and notepads taking pics and notes.
- **Louise Massie G-2**
 - Floors old, collect condensation, dirty and cold. Can they be replaced. Advise office via workorder and they will look into whether there are viable options.
- **Maree Macpherson A-8**
 - Floors – put in work order; office will look at each apt identified to see what can be done.
- **Sondra Bearden H-6**
 - Smoking issues, walkways near unit not level; letters about after hours – will be discussed at Tenant Commissioners Meeting. For issues please submit work order.
- **JoAnne Lynch D-11**
 - How do you use TV? A “how to” meeting will be held soon; residents will be advised.
- **Krisann Benson H-7**
 - If you see someone taking notes/pictures and it bothers you, say something.
- **Pat Hoffkins H-2**
 - Previous work order submitted for pooling water but situation still persists. Submit a new work order so office can come back and look at resolution and re-think to solve.

The meeting was adjourned at 9:08PM

Minutes Respectfully submitted by Recording Secretary Patricia Harney