

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, October 3, 2018 at 8:00AM

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

Commissioners Present: Frank Coyle, Cathleen Savery, Vincent Liscio and John Kukulka (left at 9:40)

Konover Management Personnel Present: Philip Sfraga

The meeting was called to order by Mr. Coyle at 8:00 AM

A Motion to Approve Minutes from September 26, 2018 meeting was made by Ms. Savery and 2nd by Mr. Kukulka – Mr. Liscio abstained.

Financial Reports – None at this time.

Election for Tenant Commissioner – discussions held to determine who might be an impartial representative to oversee the elections to be held during the month of October. It was decided that Patricia Harney would work with residents to execute the upcoming election. Mr. Coyle will write a letter to residents of all properties outlining the procedures which will be distributed shortly. Elections will be held before the end of October.

Further discussions were held concerning above as to the particulars of the election, term limit, responsibilities and job description.

Ballard Signage – The Board walked the property to view present signage and discuss placement and creation of new signs. At the entrance, the existing sign should be moved to a perpendicular position to the road, raised so sign is above entrance wall and have duplicate verbiage on reverse of sign. This is to enable travelers coming from either direction to see the sign easily. The next signage will be placed on a gate indicating our “no smoking policy” as well as a new sign (secured by Mr. Liscio) indicating “Private Property – Please Respect Our Residents”. It was suggested that signs should be “reflective” and large. A third sign will be the newly created “Site Map”. Konover will secure the Site Map. Additional signage will be placed at entrance from park into complex which will include the “no smoking policy” and also “Private Property – Please Respect Our Residents.”

Ballard Smoking Kiosks - While walking the property, discussions concerning the new smoking kiosks took place. There was concern that the smoking station in the front of complex to the left of the entrance was too far away for tenants so a cursory look at the grassy area to right of entrance road was more desirable. Using this as a smoking area was discouraged due to the loss of a parking space and the need to cut through the asphalt curb. It was learned later in the meeting that a tenant in that area has a strong chemical sensitivity that would prevent smoking anywhere near their unit. Appears as though the original area will have to be the final choice. To make the walkways to the smoking kiosks wider to accommodate wheelchairs and walkers, there will be pavers placed on either side of the walkway - 16” wide on each side.

The idea of crosswalks was discussed and while there is no requirement to have crosswalks, we may consider doing so to visually discourage the speeders.

CVS Gate – was placed there as a courtesy to some tenants who now complain that the gate will occasionally remain open. Mr. Sfraga will generally check gate status before leaving each evening. It was decided that the staff was not required to do this.

Ballard Pavillion – Cost higher than anticipated @ \$40K due to the substantial costs to level the area to be ADA compliant. Mr. Sfraga will try to see what can be done to lower costs.

Congregate Updates – Doug painted front entrance vestibule. Suggestion to make front door color more appealing. Flowers were planted and awning will be power washed this week. New mat in entrance. Bids in for construction of side entrance have come in but significantly more than anticipated - \$81K. Mr. Sfraga will try to get monies reduced or see what contractors suggest they can do to remedy water issues with half that amount. Mr. Sfraga also suggested some soft landscaping on the wall area to divert the eye in the way of planters with small trees instead of caution cones. Floors going in next week which will be a 4-5 day project. Residents will be advised of schedule in advance.

Tenant Commissioner Questions – Concerning 2 lists left for tenants. . . must have been done privately by a resident since Mr. Sfraga has no knowledge of this distribution. Apartment Damage Charge Listing, which is given to a new tenant when lease is signed – listing charges for damages done at end of lease or if corrections need to be done immediately, will be paid at time of repair, is a valid document. The Emergency List is also valid and items discussed were the “lockout” charge of \$35. Tenants will be charged that amount if management has to respond after hours, however, if tenant is locked out during the day and office is open, staff will generally handle at no charge. If lights go out and can be easily reconnected by flipping a switch in the circuit breaker, residents should do that. Also smoke detectors are hard wired for Ballard and Congregate so no action is required to change batteries. Other locations have some battery operated detectors. Management advised that the “no hot water” is not an emergency is only in effect from May 1st to October 1st and NOT DURING COLDER WEATHER. . Konover will send out note advising of these items for tenants’ information. Ms. Savery also shared a photo with Mr. Sfraga of an area of concern by one of the tenants at Congregate.

Meeting called to close by Chairman at 10:45AM.

Minutes prepared by Secretary, Patricia Harney