

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, November 14, 2018 at 7:00PM

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

Konover Management Personnel Present: Philip Sfraga

The meeting was called to order by Mr. Coyle at 7:02 PM

A Motion to Approve Minutes from October 17, 2018 meeting was made by Ms. Hebert and 2nd by Mr. Liscio
Approved by all.

A Motion to Approve Minutes from November 1, 2018 meeting was made by Mr. Liscio and 2nd by Mr. Kukulka – Ms. Hebert abstained due to her absence. Approved.

Financial Report – No Financial Report as yet per Mr. Coyle.

New Snow Plow Contract –was approved recently – Fernando

RSC Report – Residents at both the Congregate and Ballard Green enjoyed a Don Anthony Concert with coffee and cupcakes.

Management Report – **Occupancy Report** thru September remains at 99%. No anticipated vacancies except for two evictions 1-3bd in General and 1-3bd in Meadows – renting for \$2000 and \$1738 respectively.

Smoking shelter pathways have been completed and most residents are enjoying the well-lit, warm shelters.

Annual Boston Capital and CHFA Audits were completed with zero negative findings.

Pavilion Area and Congregate A/Cs - A decision has been made to contract an engineer/architect to handle the larger jobs from beginning to end. This would include the Pavilion area and Landscaping at Ballard and the A/C and entrance project at Congregate and all that's involved to complete. Plans and bids will be discussed at December 15 meeting.

Motion to Approve Management Report made by Ms. Hebert, 2nd by Mr. Liscio – all approved

Old Business

Mr. Liscio working on signage for Ballard. First pass was quite pricey so he is pursuing other vendors. As soon as he has bids, BOD will discuss.

Grants – Fairfield County Bank and Chamber of Commerce have been contacted. Ms. Hebert will contact Lehr Foundation; Mr. Kukulka will check Wells Fargo; Mr. Liscio has been in touch with Ridgefield Thrift Store. Reason for grant would be “real estate development/ pavilion construction” which would benefit the entire population at all locales. \$40K is needed for this venture.

Congregate Floors – will be started on Black Friday, November 23rd from 3PM to 10PM and work will continue for 4 days (not including weekend days) at which time project should be complete.

New Business

Scheduled Dates for 2019 Board Meetings – prepared and being sent to Town Hall with these minutes.

Ridgefield Thrift Shop – Looking for volunteers 2 times per month for 5 hours each time. Konover Management will advise residents at all locations of this.

Replacement for RSC – Interviews will be conducted on 11/20 with the hope that we can hire in December. Janet is on site at Congregate 20 hours per week until a new hire is found.

Resident Commission Election – Will take place on November 28th at Ballard and Congregate from 4 to 6PM. Pat Harney will be at Ballard and Cathy Potel will host Congregate. Residents must vote at their home location.

Holiday Party - Is being planned by Konover Management. Working out entertainment details. There will be a Cookie Exchange and donations for children.

Resident Remarks –

Rochelle Wise – Made complaint with office on October 22 concerning mini storage unit in Fire Lane in front of her unit that has been there for some time. After discussion, board recommended unit be moved immediately with plans to remove from property by end of year.

She is unhappy about the smoking shelters near her unit. She is afraid of people being in them at night and looking into her unit as well. She's concerned about after effect smoke. There were many discussions at several meetings concerning the shelters and how to take each residents concerns/recommendations into consideration prior to their installation.

Valerie Jensen (representing **Rochelle Wise**) - There was a question concerning the Website, Facebook and Instagram that haven't been updated. When do you think that will happen? Mr. Sfraga said hopefully by April, 2019.

Susan Proctor – Status of new computers – one at each site. Mr. Sfraga commented that we started with one at each site, but over-zealous users have disabled one computer that can no longer be fixed. There will only be one new computer at Ballard and the "computer" room is being used at the moment for storage. Should be cleaned out by year end. . Also, what are we doing to get smokers to stop? Mr. Sfraga commented that they are offering coupons for Chantix to help smokers quit and if they violate the no smoking policy once, there is a letter and fine, after that they must attend workshop.

Nancy Higgins – gate by CVS is not closed as it should be. Mr. Sfraga said that they have put up laminated signs that didn't even stay up till the end of the day. Mr. Coyle said we may do something more with cameras, however, the gate is there for deterrent but not to give office staff the job of security and if it doesn't stay closed, we may take it away.

Margo Bacon – Notify tenants about gate closures and their responsibility.

Barbara Beaulieu – Puddling at doorways in rain and freezing temps. Mr. Sfraga asked her to please call office. We are planning to do paving in sections and giving us locations will be helpful in our plan. Laundry room machines need to be cleaned more regularly. Mr. Sfraga said they are, in fact, cleaned very regularly, however, front loading machines have a tendency to emit an odor when the doors are closed between uses.

Carla Beeney – Suggest leaving washer/dryer doors open after you are finished will be helpful in stopping the odors.

A Motion to Conclude Meeting was made by Mr. Kukulka, 2nd by Mr. Liscio – all approved.

Minutes Respectfully Prepared by Secretary, Patricia Harney