

## **Ridgefield Housing Authority Board Meeting**

### **Approved Minutes**

**Wednesday, June 5, 2019**

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

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**Commissioners Present: Frank Coyle, John Kukulka, Vincent Liscio, Elaine Freistadt and Jan Hebert (arrived 8:06 AM)**

**Konover Management Personnel Present: Janet**

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**Mr. Coyle called the meeting to order at 8:01 AM**

**Approval of the Minutes** from the meeting of May 15, 2019 were voted on. Motion by Ms. Freistadt and seconded by Mr. Liscio. Approved by Mr. Coyle, Ms. Freistadt, Mr. Liscio and Mr. Kukulka (Ms. Hebert had not yet arrived).

The **Financial Report** was made by Mr. Coyle. There was significant discussion on the proposed presentation to the Board of Selectmen on the PILOT for the Meadows. Mr. Coyle, Mr. Liscio and Ms. Hebert will attend Meeting with Selectmen this evening.

**Motion to Approve Financial Report** done by Mr. Liscio and seconded by Mr. Kukulka. All approved.

**Motion to Approve Resolution** was approved by all present.

#### **Old Business:**

- Meeting with Selectmen on June 6 with reference to PILOT for Meadows. Discussed points for meeting presentation.
- Three Pavilion Bids have arrived and are almost double projected budget up to \$97K. Discussions ensued relating to how we could shave some monies off the estimates, or reorganize how we address the construction of the pavilion by doing it in stages over a couple years or what substitutions can be made to existing plans to offer similar benefits without spending top dollar. Suggestions include substituting umbrellas or tent for pergola. Using bluestone as opposed to concrete so the bluestone could be used for one season and then the Pavilion added the following year. Also would give additional time to solicit grants to assist with construction if project was extended for another year (Ridgefield Thrift Shop and/or State Grant).
- A Resolution was suggested for Frank to act as Signatory for the RHA Board regarding the application and grant agreements relating to the Patio Pavilion.
- **“Be it resolved we approve Frank Coyle to act on our behalf for the Ridgefield Housing Authority to sign applications and grant agreements relating to the patio Pavilion at Ballard Green at 25 Gilbert Street, Ridgefield, CT 06877”.**
- Mr. Sfraga will create resolution based upon resolutions in the past using these words. Board members will sign on June 12, 2019 at Audit Meeting.
- The air conditioning installation at Congregate has not yet been completed due to rainy month of May which stalled progress.
- The Congregate entrance repairs and reconfiguration should begin June 15<sup>th</sup>.
- A/C in Congregate for dissatisfied tenant on first floor. There is no additional A/C planned for the floor specifically, however, Community Room A/C has been upgraded and doors can be left open to let air flow in hallways. Suggested the tenant with cooling issues move into the next available unit on 3<sup>rd</sup> or 4<sup>th</sup> floor that will have upgraded A/C on floor. This is being discussed with the tenant in question. Mr.

Sfraga will send note to tenant and copy appropriate family member with options available to her with associated downfalls.

- Parking policy in effect now in Ballard Green as of last week. There have been a few “growing pains” for tenants but no changes to policy will take place at this time.
- Guard from Parks and Recs started this week for concert and handled assignment very well. A suggestion was made to have guard pass out maps of parking in town, however, we are not implementing that.
- Suggestion from tenants that Doug should make specific time appointment to handle routine (non emergencies) fixes in units. Discussed with Janet who pointed out that Doug is only one person that has to handle four different properties, upgrading of units when vacated and emergency issues at each location plus routine upgrades. Very difficult to tie him down to a specific schedule. It was suggested that the tenants were offered, at time of lease, to sign a “Permission to Enter”, which would give Doug the right to enter the apartment at any time whether the resident is home or not. This would make it easier for tenants to go about their business and not hang around waiting for Doug. If they didn’t sign before, tenants can contact the office to sign permission at any time. Specific appointments for Doug/tenants is not feasible.
- Wants a schedule posted for when washer/dryers are planned to be cleaned at Ballard. Promise was made that a sheet would be left in laundry room and each time the room is cleaned, it will be noted. But no schedule will be posted.
- It’s been requested that Michelle post the activities regularly at Ballard.
- Thermostats will be changed from heat to A/C.
- Carpets cleaned last week.
- Cracks on pavement are on list for repairs.
- Notices to tenants will be put in plastic bags and hung on doorknob going forward to protect from elements.
- Speeding still an issue at Ballard. Trash truck is one of the offenders. Janet till contact Oakridge to ask that drivers respect speed limit and we will discuss this at the next open meeting.
- Marine Corp and Garden Club insurances need to be documented for property and liability along with new leases. Ms. Hebert following on both.

**New Business:** There was none discussed.

Meeting was adjourned at 10:00AM.

Minutes Respectfully Submitted by Secretary Patricia Harney