

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday June 19, 2019 at 7:00PM

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

Commissioners Present: Frank Coyle, John Kukulka (left meeting at 7:55PM), Jan Hebert and Elaine Freistadt.

Commissioner Absent: Vincent Liscio

Konover Management Personnel Present: Philip Sfraga, Janet Mollette and Michelle Palmer

The meeting was called to order by Mr. Coyle at 7:00PM

A Motion to Approve Minutes from June 5, 2019 by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Approve Minutes from June 12, 2019 (Special Meeting) by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Approve Financial Report was made by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Approve Management Report was made by Ms. Hebert and seconded by Mr. Kukulka. All approved.

A Motion to Approve Tenant Commission Report was made by Ms. Hebert and seconded by Ms. Freistadt. All approved.

A Motion to Adjourn Meeting was made by Ms. Hebert, 2nd by Ms. Freistadt - all remaining members approved

Financial Report: Mr. Coyle gave an overview of status noting that the Ridgefield Board of Selectman agreed to waive PILOT payments at Ballard for two years.

Management Report:

Occupancy is at 99% - Ballard Green 100% occupied with once anticipated vacancy 6/30. Prospect Ridge 100% occupied with no anticipated vacancies. General Apartments 98% occupied one vacancy anticipated. Meadows 100% occupied with 2 possible evictions. 3BR HH on hold \$1738 – resident made large payment and 2BR LH \$1131.

Maintenance Report – Work Orders are all current except for items requiring parts presently on back order.

Management/Resident Updates – None

Resident Service Coordinator Report: Ballard had 62 Case Mgmt Serv undertaken and 4 Agency contacts. There were 5 Programs conducted including Bingo, RVNA Blood Pressure Screening, PopUp Food Pantry, Ice Cream Social and Chair Yoga throughout the month of May. Between 50-60 residents participated.

Congregate had 65 Case Mgmt Serv undertaken with 5 Agency contacts. There were 3 programs conducted including Cookie Drop Off, RVNA Blood Pressure Check and Ice Cream Social. Approximately 40 residents participated.

Tenant Commission Report: Problem occurring at Congregate concerning foods delivered for residents left in fridge being taken. We will upgrade the camera there and lock community room door after 5pm. Residents needing to get their meals after 5 will ask guard to get them. Will see if that helps.

Old Business

Congregate A/C should be completed in about 10 days. Weather has been stalling progress.

Congregate Entry – waiting to receive Insurance form from the contractor. Should have soon.

Congregate A/C in Community Room reported to be too cold. Will be remotely managed; for changes call Patty. It's set at 72 degrees normally.

Pavilion – 800 to 1000 feet - priced a kit on line. Mr. Liscio bringing contractors from NY next week to discuss options.

Capital Expenditures:

Ballard walkways at Gilbert Street approximately \$40-45K not including driveways – will ask town for assistance.

Congregate elevator – when rainy, water collects in shaft – elevator is 28 years old to replace car and mechanics would be approximately \$30K.

A/C at Congregate first floor and dining room – to replace heat pump would be about \$20K for A/C and heat.

Upgrade all security cameras.

Replacing doors and bench repairs at Meadows as well as replace trash fence.

Ms. Hebert following on insurance for Garden Club and Marine Corp.

New Business

Gate at CVS exit cumbersome to open. If gate were reversed, would greatly enhance. Mr. Sfraga will handle.

Public Session:

Conte Guzman-Hoffman – Congregate – Has never had a problem with her meals not being available for her.

Margo Seeman G5 Ballard – Questions the parking policy and why you have to move your car every five days.

Joanne Lynch – D-11 Ballard – Parking lot resurfacing. Also, no visitor parking designated near E and H buildings.

Marshall Ballou – G8 – Ballard – Had comments concerning theft of food – perhaps note on fridge that says: STOP – DON'T TAKE FOOD IF NOT YOURS! She believe food disappears between 1 and 5PM. Also suggested that there be a “painted walkway” from main building to Pavilion – noting that some of the speeders are residents.

Barbara Baleau E8 – Ballard – Discussed aides and their parking status. Aides are supposed to drop off tenant and park in a visitor's space. Some aides can be resistant. Should they have to sign in at the office, or can they use the resident's space and what about overnight aides? It is the tenant's responsibility to speak with the aide letting them know where to park legally. If they park illegally, two warnings will be given and then they will be informed that their vehicle will be towed. If the aide is an overnight employee, their name must appear on the lease so that a background check can be done. Any questions can be directed to the office. Agencies should be contacted to advise the parking policy. Michelle Palmer will try to contact the most used agencies to advise of this practice. It still remains the tenant responsibility to advise.

John Burke – C5 – Ballard – agrees that aides should be able to park in resident spaces. If everyone at Ballard had a car there wouldn't be enough spaces to accommodate everyone. They must park in visitor parking. John also asked if there were plans to clean out the gutters. Mr. Sfraga will ask Doug to handle.

Susan Proctor – D4 – Ballard – Asked about stop signs that had been discussed to discourage speeders. It was discussed that internal stop signs are generally dismissed by drivers and could put pedestrians in jeopardy giving them a false sense of security. Susan also asked about the Ridgefield Thrift Shop grant and whether it had a time constraint and had to be used for the Pavilion only. It doesn't have a time frame but Mr. Coyle wouldn't use it for anything else. Susan also asked if the fences that we have around property – could one be used to hide the meters on the building. We think they are all being used, if not, will consider.

Katherine Dwyer F8 Ballard – Can we find person(s) leaving stuff on counter in laundry room? It's unsightly.

Joan Crolla – A5 – Ballard – Can we make the coffee get together later than 9AM. Yes, going forward it will be 10AM.

Meeting Adjourned at 8:25 PM

Minutes Respectfully Submitted by Secretary Patricia Harney