

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday, February 13, 2019 at 7:00 PM**  
**Ballard Green Community Center, 25 Gilbert Street, Ridgefield, CT 06877-**

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

**Konover Management:** Philip Sfraga, Janet and Michelle

**Commissioners Absent:** Elaine Freistadt

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**The Meeting was called to order by Mr. Coyle at 7:15PM.**

**Approval of Minutes:** The minutes from Wednesday, January 16, 2019 were approved by the motion of Mr. Liscio, 2<sup>nd</sup> by Mr. Kukulka and All in Favor.

**Management Report:** Occupancy Report 98% through 2/13/19. Ballard Green 100%; Meadows 100% with 1 move out in February and 1 eviction anticipated shortly; General Apartments 98% occupied.

General Maintenance issues have results in higher than budgeted HVAC repair expenses.

Residents have expressed concern over parking and icy conditions during the last ice storm in January. Management has reviewed potential problem areas with Snow Removal Company.

**Resident Service Coordinator Report:** Total Assessments with residents completed for Ballard: 31; Total # of Case Management Services Provided: 36. There have been 4 programs offered during the month of January: Stern Physical Therapy Luncheon, Playoff Football Game; Bingo with Sphere, and RVNA Blood Pressure Screening the about 50 residents taking advantage of offerings.

Daughters of the American Revolution expressed interest in renting Ballard space for their meetings. Also possibility of renting space for Music Therapy for children and Ballard Green residents would be welcome to attend.

Total Assessments completed for Congregate is 20; Total # of Case Management Services Provided is 45. Total Programs for month of January is Stern Physical Therapy; Bingo9; NCL Cookie Drop Off with approximately 25 participants.

Mr. Sfraga stated that the Annual Management Housing Report had been submitted.

**Approval of Management Report:** Motion by Mr. Liscio and 2<sup>nd</sup> by Ms. Hebert; all approved.

**Tenant Report:** There was no tenant report due to the absence of Ms. Freistadt.

**Financial Report:** Mr. Coyle informed Board of recent distribution via email of Finance Update. LP - \$1M. Expenses below budget due to projects being delayed. New truck not yet processed as it should have been – still a “to-do” and Meadows below budget. Two audits have been signed and will take place within the next couple months.

**Approval Financial Report:** Motion made by Mr. Kukulka; 2<sup>nd</sup> by Mr. Liscio; all approved.

**Old Business:** Engineer Tim has been reengaged and the three capital projects are in active play. Congregate Entrance – specs gone out to bid; Pavilion is being prepared for bid – delay caused by increase in size of area affected from 600 to 900 sq. ft. AC in process; Floors completed and wall art is being investigated.

Put in requests for grant monies with The Thrift Shop and Fairfield County Trust.

**New Business:** Vandalism has been reported during January at Ballard with as many as 7 cars being keyed. Police have been notified. Additional cameras will be installed and most especially when Pavilion has been built.

**Public Session:**

Joanne Lynch: What is LP? Frank described what a Limited Partnership is and how it relates to the properties. Keying on different parts of the cars – doors, hoods, etc., and police notified. Frank apologized for all residents involved in this action.

Isette Brendza: Her car keyed as well on passenger side. Apologies from Frank.

Men's clothing, including very personal items, were thrown over the property near "C" building.

Deterioration and lack of Community Spirit at Ballard. Frank asked Michelle to review.

Elaine not having tenant meetings – Frank encouraged a friendly reach out by Isette to Elaine.

Susan Proctor: Can the kitchen be unlocked for residents to use? Yes, they just need to reserve the room and have it cleaned/locked after use.

The benches that have been removed – will they return? There is a need to find secure benches so there are no accidents by residents. Will look into that.

Other residents in attendance: Nancy Nazzso (B3), Nancy Higgins (D9), Bernadette Petts (H5)

The Meeting was called to an end by Mr. Coyle at 8:00PM.

Minutes Respectfully Submitted by Secretary Patricia Harney