

Ridgefield Housing Authority Board Meeting

Approved Minutes

Wednesday, December 18, 2019 at 7:00PM

Commissioners Present: Frank Coyle, Jan Hebert, Vincent Liscio and Elaine Freistadt

Konover Management: Philip Sfraga, Michelle Palmer and Janet Mollette

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

A Motion to Approve Minutes from November 20, 2019 was made by Mr. Liscio and 2nd by Ms. Freistadt. Approved by all.

A Motion to Financial Report was made by Ms. Hebert and 2nd by Ms. Freistadt. – Approved by all.

Motion to Approve Management Report and Resident Commissioner's Report was made by Ms. Hebert and 2nd by Ms. Freistadt – Approved by all.

Financial Report – Mr. Coyle gave overview of distributed financials with the Board indicating that the both reserve and expenses are close to budget as per attached report.

Management Report - Occupancy Report is 99% through 11/19. Ballard Green 100% occupied with one anticipated 1/31/20. Prospect Ridge Congregate 100% occupied. One move-in anticipated for 11/2//29. General Apartments 100% occupied with no anticipated vacancies. Meadows 100% occupied. One 3-bedroom High Home unit \$1721 on notice for 1/7/20 with anticipated move in of 1/15/20. No significant issues for Maintenance Report.

Resident Coordinator Report – Ballard Green total # Case management Services provided is 61. Community Agency contacts are 6 and Programs coordinated are 7 which include such events as BINGO, Ice Cream Social, Gentle Chair Yoga and Meet the Candidates with one actual debate to highlight a few. Prospect Ridge had 54 Case Management Services with 5 coordinated Programs to include BINGO, Ice Cream Social and Coffee Hours.

Medicare Rep came to speak at Ballard and will also do one at Congregate. There are plans to do more outings. There is a new resident at Prospect Ridge. It was suggested that a new TV for the lounge at Prospect Ridge be purchased for gaming and that was approved.

Tenant Commissioner Report – None at this time.

Old Business

Congregate Elevator – Report from Consultant, James DiPasquali, that we should go ahead with modernization and also do hydraulics at the same time. We need our consultant to check over estimates from the 3 vendors and recommend the best for our needs. Mr. Sfraga will schedule the consultant to pitch to Board at next meeting on January 8, 2020.

Have plans developed for relocation and resident services during elevator build at January 22nd meeting.

Cameras – Being installed at Ballard now and should be operational by January. Will follow with Congregate after Ballard has been completed. Interior cameras at Congregate at all Entrances on first floor, Dining Room and Lounge.

Congregate Entrance – Painting will be done in the Spring, but Doug ordered lighting and will install when delivered and awning will be delivered and installed on January 6th.

Congregate Stove – Same size stove being ordered as is presently there with the addition of a convection oven for a combined price of \$4K.

Pavilion – All set to go. Has been ordered from Horizon. Ready to begin excavation beginning in December dependent upon weather. Mr. Coyle looking for State matching funds.

New Business

Resignation - Mr. John Kukulka left the Board due to business pressures – presently looking for someone with a financial background. We thank John for his service.

Snow at Prospect Ridge – two cars were “locked up” recently when they did not move in the specified time from the parking areas causing residents to be highly fined and very upset with present “policy” or lack of one. There was significant discussion concerning what a reasonable policy might be which included some suggestions by our guest Bob Hebert who suggested that a local vendor might be a better choice than one from Danbury. . .he will intercede to see if he can get a Ridgefield Tow Company. Also the timing of the car placement as a “routine” during the winter months. A discussion also took place about those “blind-sighted” by the towing company. And a one-time Christmas exception is being made and the 3 involved residents that were locked up will be reimbursed. This will not be routine since we now have the policy in effect and each resident that must move their cars, will follow the directive concerning car removal and snow procedures:

“AT 8:00 PM, WHEN SNOW IS PREDICTED WITHIN AN UPCOMING 24 HOUR PERIOD, ALL CARS MUST BE MOVED TO THE DESIGNATED ‘SAFE AREA’”. REMEMBER: MUST BE DONE BY 8:00PM day prior to snow arrival.

The National Weather Service can be used as a guide or local TV and/or radio programming. The office is not responsible for alerting the residents of the time to remove your cars.

Prospect Ridge Fire Chief Recommendations: In anticipation of any potential issues happening with residents at Prospect Ridge, Ms. Hebert has contacted our Fire Chief to solicit recommendations for movement and safety of the residents. The Chief gave Ms. Hebert good direction and ideas and she will include those in an email to the Board. This will be the basis of procedures for evacuation or resident assistance procedures during an emergency which will be enhanced as necessary.

Public Session

Susan Procter (Ballard D4) Status on risers in laundry room – have been ordered – will arrive in 6-8 weeks.

Light switches in laundry room;computer at Ballard Green – Please call office to discuss status whenever needed.

JoAnn Lynch suggested that curb indicators be placed on corner near her unit so plow knows where to go. Mr. Sfraga will discuss specifics with her and place identifiers where needed.

Barbara Beaulieu also asked about risers for laundry room and was told 6-8 weeks.

Nancy Higgins a special Thank You to the Board for all they do and warm wishes for the Holiday Season.

Coco Barron – Several items of concern: tossing trash inappropriately. Will happen but hoping that cameras will curtail most of the problems. Others parking in Congregate Spaces (Theatre Barn) – Mr. Sfraga will check. Wants 2 separate administrations for Ballard Green and Congregate. Board addressed this in the past, and it will not happen. Cleaning off cars in snow storm – call office if you need help and they will do whatever they can for you. Want washing machine “card reload machine” in “A” wing. Contacted vendor and there is not enough call for usage, therefore vendor will not install machine. Coco called about an area that had ice. Doug contacted and came by to clear, but Coco not satisfied with results. Mr. Sfraga will discuss in person with Coco and Doug.

Meeting Adjourned at 8:40PM – motion made by Ms. Hebert and 2nd by Ms. Freistadt

Minutes Respectfully Prepared by Secretary, Patricia Harney