

**Ridgefield Housing Authority (RHA) Meeting Minutes for May 24, 2017**  
**(Approved)**  
**Ballard Green – 25 Gilbert Street – 7:00 p.m.**

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Commissioners: Frank Coyle (Chair), Vincent Liscio, Jan Hebert, Cathleen Savery and John Kukulka  
Housing Officials: Philip Sfraga, Property Manager and Kimberly Henderson, Resident Service Coordinator

**AGENDA**

1. Call to Order
  2. Approval of Minutes
  3. Treasurer's Report
  4. Tenant Commissioner Report
  5. Management Report
  6. Old Business
  7. New Business
  8. Public Session
  9. Executive Session: Individual Tenant Issues (if required)
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1. Call to Order

Mr. Coyle called the meeting to order at 7:02 p.m.

2. Approval of Minutes

Copies of the April 26 2017 and May 10 2017 minutes were previously distributed to the RHA commissioners.

**Mrs. Hebert moved and Ms. Savery seconded a motion to approve the April 26 2017 and May 10 2017 minutes. The Ridgefield Housing Authority voted 4-0. Mr. Kukulka was absent. Motion passed.**

3. Treasurer's Report

Mr. Coyle, Treasurer, presented the April 2017 Financial Report.

**Mr. Liscio moved and Mrs. Hebert seconded a motion to approve the April 2017 Treasurer's Report. The Ridgefield Housing Authority voted 4-0. Mr. Kukulka was absent. Motion passed.**

4. Tenant Commissioner Report

Ms. Savery presented the April 2017 Tenant Commissioner Report.

Discussions on:

- Furniture and painting status
- Birds hitting the wall
- Taping on the asphalt floor
- Congregate Housing Fob malfunction

- Congregate Housing 4<sup>th</sup> floor loss of heating
- Increasing lunch attendance by offering incentives - increasing social interaction
- Congregate Housing – Status on access to spigot for plant watering
- Ballard Green tree trimming
- Ballard Green suspected non-tenant parking violations and various solutions
- Ballard Green doors w/Fobs – installation status
- Ballard Green kitchen closure on weekends due to misuse – possible surveillance

**Mr. Liscio moved and Mrs. Hebert seconded a motion to approve the April 2017 Tenant Commissioner Report. The Ridgefield Housing Authority voted 5-0. Mr. Kukulka arrived at approximately 7:24pm. Motion passed.**

5. Management Report

Mr. Sfraga presented the Management Report. There were discussions on:

- A. **Inspections/Repairs** –Repairs mainly tenant driven. Addressable at Annual inspection too.
- B. **Pump House** – Demolition contractor identified. Still working on material removal. Pavilion information passed around to attending residents.
- C. **Ballard Green Traffic Control Gates**- Various choices and combinations. Mrs. Hebert to investigate further and report next month.
- D. **Non-Coal Tar Products** – To be used in patching driveway surfaces and to be given preference in the future.
- E. **Concert Vending Trucks** – Vendors to contact Phil for parking spaces

**Mr. Kukulka moved and Mrs. Hebert seconded a motion to approve the April 2017 Management Report. The Ridgefield Housing Authority voted 5-0. Motion passed.**

6. Old Business

**State Subsidies** - Mr. Coyle explained no resident would have an increase without having a 30 day notice due to the anticipated State subsidy reduction affecting some of the Ballard Green residents. To date, there has been no notice by the State. There will be no retroactive fee levied against the residents due to the delayed subsidy notice.

**Repainting Apartments** – Volunteer list to be compiled by Mr. Liscio and Ms. Henderson.

**Community Garden** – Mrs. Hebert to continue to investigate options and resident interest.

**Capital Needs Assessment Audit Review** – Mr. Coyle to review.

7. New Business

None identified.

8. Public Session

Louise Massie asked about tree debris and possible replacement. Mr. Sfraga will look into the replacement.

Penny Frederick asked about painting apartments after a period of time. The Board identified various issues such as cost, labor and potential liability. Mr. Coyle said painting may not necessarily mean the whole apartment – may be not more than needed due to cost. For the labor,

the Board is looking towards getting volunteers to help. Konover management is able to supply the paint. The last issue is the liability in prepping the painting surfaces. If moving volunteers were found to help, would they be liable for anything items broken? Mr. Liscio suggested a waiver. Mr. Coyle said they were looking into various solutions.

Susan Proctor said some tenants got their rent notice increase. Mr. Coyle said there was a possibility that Ms. Proctor would get another notice if the State reduced the tenant's subsidy. Mrs. Hebert said it was hoped to have notice by the State by now but that did not occur.

Isette Brendza said there were lots of cracks in the Ballard Green walkways. Mr. Sfraga said they would be fixed. Ms. Brendza said she had fallen and told about her experience with the ambulance navigating through the new white fences. Mr. Coyle said they were working on getting better fences. Mr. Coyle said they had heard from various people about the jarring movements.

Nancy Higgins discussed the plant maintenance. Mrs. Hebert said she was looking into this.

Kitty O'Reilly said she was happy to be in Ridgefield.

Margo Seemann asked if weekend work could be avoided. Dug holes cannot be avoided by ambulances. Mr. Coyle asked Mr. Sfraga if they could try to avoid doing work on the weekends.

Coco Barron thanked the Tenant Commissioner for her time and work. Ms. Barron also mentioned that stones were being moved from the stone wall by 51. Mr. Sfraga will investigate.

Mr. Sfraga advised a non-profit support group would begin having their meetings in the Ballard Green community room. Ms. Savery stated Ballard Green was a no smoking facility. Mr. Coyle said he wanted to review the terms of the lease and the meeting times. Mr. Sfraga advised he was told that the group had a lease but that he has not seen it. The group is difficult to contact. However they advertise their meetings a year in advance. Mr. Coyle said the Board would have to review the impact on the residents with regards to the parking, frequency of their meetings and attendance levels. Mr. Coyle said perhaps other places could be investigated to co-meet.

#### 9. Executive Session

The meeting did not move to Executive session as there were no individual tenant issues.

Mr. Kukulka moved and Mrs. Hebert seconded a motion to adjourn the Ridgefield Housing meeting at 8:59 p.m. The motion passed 5-0.

Respectfully submitted,

Nancy Fields  
Recording Secretary