

**Ridgefield Housing Authority Board Meeting**  
**Approved Minutes**  
**Wednesday February 5, 2020 at 8:00AM**  
**Ballard Green - 25 Gilbert Street, Ridgefield, CT 06877**

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

**Konover Management Personnel Present: Janet Mollett and Michelle Palmer**

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The meeting was called to order by Mr. Coyle at 8:10AM

**A Motion to Approve Minutes** from January 22, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

**A Motion to Approve Special Minutes** from January 23, 2020 was made by Ms. Hebert and seconded by Ms. Freistadt – all approved.

**A Motion to Approve RHA Funds (Comcast monies) to pay for a band for Valentine's Day for Residents of Congregate and Ballard Green on two separate nights** was made by Ms. Hebert and seconded By Mr. Liscio – all approved.

**A Motion to Adjourn Meeting** was made by Ms. Hebert and seconded by Mr. Liscio – all approved.

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**Financial Report:** Mr. Coyle highlighted budget items with discussion on cash flow, differences, Net Income, Cash Balance and more specifically Meadows. Financial Statement attached.

#### **Old Business**

**Marine Corp.** – Freedom of Information Act Request from Marine Corp. There are no outstanding questions.

**Garden Club** will not have a new lease. Original Gift of Use of Property will prevail and they will be responsible for any and all damages that may occur as per their lawyer. Mr. Coyle will send brief from their lawyer to office for filing.

#### **Congregate**

**Meals** – Provided meals from Pizza Place up until last Friday when kitchen was staffed once again. Since last weekend, residents appear to be happy with the meals being served.

**Survey** – Mr. Coyle asked about status of planned survey of residents at Congregate preparing for potential move for elevators, if necessary. Ms. Palmer has that planned for the upcoming weeks and should have completed by the next Board Meeting.

**Elevator** – Analysis of bids for elevators has been postponed temporarily. Prices and services vary dramatically for them and special attention must be devoted sorting through each. Kim from Konover plans to check on outside elevator from another residential property that she's familiar with to see if that could be a possible route for us to pursue.

**Stove** – Purchase order has been placed.

**Emergency Procedures** – Ms. Hebert has met with Ed Briggs of the Health Department and Rich Darobs, (CERT), Community Emergency Response Team to learn what procedures they suggested for emergency evacuation at Congregate should an emergency occur. While several ideas were offered, it brought up many more questions. Mr. Coyle suggested that Ms. Hebert contact Christina Coyne at the State Department of Housing to consult with her for guidance. Discussion around this also brought up questions about what our insurance would cover for the residents should something like a fire occur or even a power outage. Ms. Mollette from Konover will check into our insurance coverages and advise the Board of her findings.

## **Ballard**

**Pavilion** – Questions about where we stand on contract with Ferrandino. Mr. Liscio will get involved to sort through where we stand. He will also reaffirm our understanding with Horizon, the company that is providing the drawings and structure. Some delay as a result of the sudden loss of our Property Manager.

Risers in laundry room – check on whether PO has been created and if not, try to order immediately and solution quickly.

Mr. Liscio has been approached by a local businessman who might be able to obtain free WIFI for our residents. He needs a listing of ages of our residents to learn if we will qualify.

## **New Business**

### **Ballard Community Room**

We try to be good corporate citizen and allow use of the community room when it is vacant to our neighbors. The alternative school will use each morning from 8:30AM to 10:30AM to accommodate the needs of the students. We also will have continuing education using the room for knitting class on Tuesday evenings from 6:00PM to 9:00PM and for Tai Chi on Thursday mornings. However, some residents have been expressing annoyance that the room is not available for their use. The plan is to give Peggy Bruno notice that she will have to look for another space for her two classes soon – effectively in 2 months so we can return that space to the residents.

Also had a couple issues brought forward from two Congregate residents by Janet Mollette of Konover. One wanted the Tenant Commissioner to have more regular meetings and publish a calendar. However, this is not a requirement.

Another tenant wants to move from Congregate to another unit at Congregate but there are some problems surrounding the request that will be addressed by management.

Meeting Adjourned at 9:45 AM

Minutes Respectfully Submitted by Secretary Patricia Harney