

Ridgefield Housing Authority Board Meeting
Approved Minutes
Wednesday August 19, 2020 at 7:00PM
Meeting held via Conference Call

Conference Call 351 999 3184 (no code needed)

Commissioners Present: Frank Coyle, Vincent Liscio, Jan Hebert, Elaine Freistadt, Paul Janerico
Konover Management Personnel Present: Tina Smith, Lola Robinson, Michelle Palmer

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

A Motion to Approve Minutes from July 17, 2020 was made by Mr. Liscio and seconded by Ms. Hebert – all approved.

A Motion to Approve Management Report was made by Mr. Liscio and seconded by Ms. Freistadt – all approved.

A Motion to Approve Resolution for MoW was made by Mr. Liscio and seconded by Mr. Janerico – all approved.

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

Financial Report: Mr. Coyle stated that July Report had just been received and will be given to Mr. Janerico for review.

Konover Management: Recertifications – @ Congregate 34 Recertifications complete.

Vacant Units (5) – We are currently screening applicants and transferring residents with a move-ins scheduled between this month and next month (September).

➤ @Ballard, units F5

➤ @Congregate, unit 404

➤ @General, units 14, 21-A, and H-5TV

Frank questioned excessive vacancies and asked that Konover maintain a vetted list of interested potential new tenants to avoid large breaks in backfilling units. Also NTQ – one person in Legal prior to Covid issues.

Litigation – Still on hold due to COVID and the CARES Act until August 27th.

Re-opening of Office – Office is open to resident for appointments only and all must wear a mask while practicing social distancing. Still working with Resident Service Coordinator to implement a schedule of re-opening the common areas.

Awning – The awning order is at a delay due to lettering. Company does not send out samples Board will have to provide lettering for the awning, emails have gone out to the Board for confirmation, waiting on response.

Camera's - @Ballard are up and running and signs are up

➤ @Congregate seeking bids for installation of security system. Pertinent information is needed to move forward with bids. Quantity of camera's and location of installation. Will check past emails for #s.

Plantings – New England is waiting on estimate to provide which we should have by end of week.

➤ @Ballard, gutters cleaned, and tree branch removed at Bldg F.

➤ @Congregate painting of the walls, tbd, after awning is installed.

➤ @Congregate plantings, front of building weeds have been removed and other plantings around the awning is at a standstill until awning have be installed, planting and painting will resume after awning is installed.

Pavilion – not started due to power outage which created delays for contractor and contractor still has not picked up check from office. Pavilion due to be delivered Sept. 2nd

Congregate Meals – Tina and I have sampled the meals and the meals were good. We did make a recommendation to remove the pork loin off the menu and replace with another kind of meat.

Management has ordered an insulated Camcart (like what is used at hospitals) to keep food warm while delivering. As of today, there are no plans of re-opening the dining hall due to covid.

MoW Expansion – First meeting was held in the Community Room with the Board, MoW and Contractor with residents who will be directly affected by the construction, meeting went well. The second meeting was held by phone on Monday, August 17th and Frank can elaborate more on the

details. Management only received two questions regarding the construction, 1. The noise from construction, was told that they would be receiving ear plugs or something to help with the reduction of the noise during the day. 2. Will Ballard Green be paying for the electricity used by the construction crew? Residents very supportive of this moving forward.

Elevator – update of elevator at Congregate have been postponed until further notice.

Bids – Currently seeking bids for power washing, @Ballard. Camera's at Congregate TBD- will need to know the quantity of camera's, and location of installation.

Rent – Based on extension that was approved from DOH all rent increases are effective for 8/1/2020. In addition, I met with Frank as of 8/18/20, and for any specific issues

Ballard Generator – The control panel blew and was replaced the day after power was restored. Due to the high volume of power outages in the area Ridgefield Hardware was unable to service during the power outage. There is a light indicator on the generator and Doug can also test periodically.

Emergency Planning – Due to the recent power outages in the area, RSC and Management will work collaboratively to come up with an emergency plan. We have solicited Kim for advice, and there is additional information needed from the Board to proceed. Ms. Hebert will work with Ms. Robinson on the gathering of details/instructions concerning Emergency Planning.

Management will get requested information and forward to Board.

Resident Remonstrance –

➤ @General / Meadows – Enclosure has been reinstalled and we continue to monitor trash and recycling area before increasing the pick-up days. Overage of trash and recycling relates to covid19.

Mobile Chair has been shipped and should arrive shortly for testing. We have 30 days to decide to keep.

Pest Control was recently at Congregate to handle uninvited bees. Someone had blocked their departure route by stuffing something in the outside wall.

Resident Manager – packets for residents are now being distributed bi-monthly. There hasn't been too much resident activity recently. Due to power outage recently, residents lost fridge and freezer items but getting some help to replace with SNAP coupons. Mr. and Mrs. Hebert stopped by with breakfast on Saturday and there was a barbeque hosted by the KofC and delivered to those residents unable to attend.

Tenant Commissioner: Lunch concerns at Congregate appear to have turned around in a positive way as well as substitutions being of good variety and tasty – per Ms. Freistadt.

Old Business

Consider some plantings to make Meadows a little less sterile. Garden Club might try to offer some volunteers to suggest types of plantings and placement.

Property Walkaround rescheduled for November. Walkways at Ballard rescheduled for Spring of 2021. Too big a project to take on now.

MoW Expansion – The Board has approved the following:

"We are authorizing Meals on Wheels begin their construction according to the plans they have provided within the parameters of the agreement that has been reached."

Public Session

Coco Barrone – Asked three questions concerning vacant units (how much money is being lost; how much to fix each unit and how long will each take to fix.) It was suggested that these type questions be submitted to office prior to meetings so the research can be done to give complete answers. Will give Ms. Barrone information at next meeting. She also suggested that the fences around the trash and recycle containers be removed at Meadows.

Nancy Higgins witnessed some folks stopping by very early one morning to drop off large bags of trash. It was requested that if she, or anyone else notices, to advise office of day and time so they can check video tapes.

Carmela Wood – Did not respond when called.

Susan Procter – Sidewalks at Ballard and the ADA requirements for them. Resident provided donuts and coffee for residents during power outage. Map of property – on hold for time being.

Barbara Ballieu – Since there are two major projects happening at almost the same location at Ballard, is consideration being given that the materials are not confused. Yes, the Pavilion does not have too many items and should be completed before the heavy work being done on MoW. Head's up that someone was noticed on Sunday

night between 9-10PM apparently surveying cars. Barbara called Police the next morning to alert them and was told that there are people looking for open cars or cars with keys so they can steal. Note had been already sent out by Konover Management advising of this unfortunate situation.

Krisann Benson – Schools opening soon and concerts remaining for a couple Tuesdays and Thursdays so there will be congestion. Saturday went beautifully with barbeque and then concert was great with shuttle busses running. Thanks for cleaning out gutters especially good timing for the storm might have caused much internal damage.

Meeting Adjourned at 8:30 PM

Minutes Respectfully Submitted by Secretary Patricia Harney