

## **Ridgefield Housing Authority Board Meeting**

### **Unapproved Minutes**

**Wednesday April 3, 2018 at 8:00AM**

**Ballard Green Community Center, 25 Gilbert Street, Ridgefield, CT 06877-**

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**Commissioners Present:** Frank Coyle, Vincent Liscio, John Kukulka (left meeting at 9:05) and Jan Hebert on phone. Phillip Sfraga joined at 8:20AM

**Commissioner Absent:** Elaine Freistadt

**Konover Management Personnel Present:** Philip Sfraga joined at 8:20AM.

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The meeting was called to order by Mr. Coyle at 8:00 AM

**A Motion to Approve Minutes** from March 20, 2019 was made by Mr. Kukulka and seconded by Ms. Hebert. All approved except Mr. Liscio who abstained due to absence from 3/20 meeting.

**A Motion to Accept Proposal for Celco** – to begin install of new A/C for floors 3 and 4 at Congregate was initiated by Mr. Coyle and seconded by Mr. Kukulka and was approved by all.

**A Motion to Adjourn Meeting** was made by Ms. Hebert, 2<sup>nd</sup> by Mr. Liscio all remaining members approved

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Mr. Coyle mentioned his gratitude for Ms. Hebert researching Garden Club property ownership – belongs under RHA. Also a special thanks to Mr. Liscio who was effective in bringing in a substantial donation from the Thrift Shop in Ridgefield.

**Financial Report:** None at this time.

### **Old Business**

#### **Capital Projects: AC and Entry at Congregate; Pavilion at Ballard**

Tim, engineer point person, is handling the bidding process and a phone call was taken during the meeting with in depth discussion on the three bids and their differences.

AC Bids for Congregate – 3 received. Two bids higher, of the three, which included additional electrical outlets and larger heat pump; third bid had only 2 electrical outlets and smaller heat pump but was closer to our budget. To do first and second floors would add an additional \$25K at least. There was discussion concerning the walking on the roof area by contractors and while there might be an option for roof tiles to be purchased to protect roof, it was learned that the heat pumps will be placed on the ground as opposed to the roof. For resident on first floor that has heat issues with hallway, Konover will write letter advising that we will offer her the opportunity to move to a third or fourth floor unit as soon as available in an effort to make her feel more comfortable.

Congregate Entry – A bid has been accepted and start date for construction will be announced to residents. The affected entrance will be closed during the work, however, there are two side entrances that residents and deliveries can use that are easily accessible.

In depth discussion concerning the properties owned/managed by RHA and the types of insurance they hold or should hold. They must have leases and in the lease they must identify that they have both property and liability insurance.

Garden Club property – no lease, but needs one – also needs property and liability insurance. If there is pushback, we will cover at a pro-rata. Ms. Hebert will represent them and speak to them about this.

Marine Corps property – lease has expired and a new one should replace. They need to insure for property and liability.

Meals on Wheels – they have lease and are covered by our insurance for property (since they are part of our building), however, need to verify liability.

Alternative HS – covered by both property and liability through the school system.

Mr. Coyle and Mr. Liscio will visit Historical Society to gain insight on proper Ballard Family and Estate designations.

Comcast may do a \$5K donation but if they do we will not designate it to a project at this point.

### **New Business**

**Rent Increases** – discussion concerning this is different at each property and generally takes place in July. Proposal for 3% increase at Congregate and Ballard Green which will just barely cover normal operating expenses. Meadows and General would be \$50/mo. To bring all to highest levels.

Mr. Coyle recently attended a Planning Meeting and he made an impromptu pitch for more “affordable housing” in Ridgefield.

Ms. Hebert focused on the stoves in Congregate which are aging. New stoves would be \$6K-\$7K and while we don’t have the funds to do anything right now, depending on monies spent for the remainder of the year, we may be able to do something down the road.

Boilers at Meadows usually last 25 years, however, due to a water issue there has been significant rusting and after only 10 years look awful. To replace each would be \$3,500 and at 5 per building be \$70K.

Signs were ordered and are expected to be delivered to Ballard at any time.

Mr. Sfraga ordered some benches that are a bit more stable and sturdy to place around Ballard.

Mr. Liscio and Ms. Hebert scheduled a meeting to look into “Aging in Space”.

Bus service for tenants rumored to be having some financial issues and may cease. We’ll look into this to see what we can do to keep this from becoming a reality.

Mr. Coyle, with the assistance of Mr. Sfraga, will conduct a Capital Needs Assessment.

Meeting Adjourned at 9:15AM

Minutes Respectfully Submitted by Secretary Patricia Harney