

Ridgefield Housing Authority

51 Prospect Street
Ridgefield, CT 0687

Approved Minutes March 8, 2017

The **March 8, 2017**, of the Ridgefield Housing Authority (RHA) took place at Ballard Green and was called to order Bob Hebert at 8:11 AM. Commissioners present, John W. Kukulka, Frank Coyle, Vinny Liscio. Also in attendance were Phil Sfraga.

Absent: Cathleen Savery

Approval of Minutes:

No Minutes were approved.

Financials: Frank Coyle

A general discussion of the RHA financials was conducted. Mr. Coyle reported that YE financials were being adjusted by the accountants as they are adding Depreciation. He also indicated that RHA would be receiving Developer Fees of about \$300,000 from all sources and that a comprehensive Capital Improvement plan was needed to off-set the Dev. Fees otherwise some of the funds would be, by contract under the LIHTC, distributed to the investors. Our accountant, Jason, recommended that RHA spend at least \$100,000 in 2017 to “protect” the developer fees coming in to RHA.

Mr. Coyle also reported that Mr. Sfraga has done a Capital Needs Assessment (CNA) [attached] for each building which he reviewed at the previous RHA meeting and will review again for the edification of all attendees. Generally, Ballard Green has little numerous minor items to be attended to over the year. The building that has the most needs is Congregate which is not suprising given its age and condition, particularly the roof and the need to redesign the main entryway.

It was generally agreed that RHA would begin to upgrade and expand the ADA needs in each building first. Then look at the need for a new truck. The current truck is 12 years old and costs approximately \$2K a year in maintenance.

Pump House – The demo permit will be pulled shortly and Mr. Hebert will ask the Parks and Rec folks if they can do the demo. In addition, a discussion of the landscaping once the building was demolished as discussed.

Annual up-date to the Selectmen – Time and date will be determined and a report to the Selectmen will be delivered as to the state of affairs of RHA.

It was determined that next month’s agenda (March 22, 2017) will list a number of items that will be discussed: #1. Resolution to Approve the 2017-2018 rent for Ballard Green and Congregate Housing. #2. Approve policy for new rents for 2017-2018 General Apartments and the Meadows.

Audit Review Meeting – will be held next month and a Special Meeting will be called to review the numbers in the Audit.

Management Report – Phil Sfraga

Mr. Sfraga reported what he was considering for investment in new capital regarding the buildings which is consistent with the desire of the board. Specifically, the low hanging fruit of repairs, ADA compliant issues, driveway repairs. In addition, he discussed the current contract with NE Landscape and their summer lawn mowing program.

Further discussion ensued regarding housekeeping needs. Mr. Sfraga will order the risers for the washers and dryers at BG from PC Richard and not wait for the mfg.

Old Business:

None

New Business:

None

With no further business at hand a motion to close the meeting was made by Mr. Coyle and seconded by Mr. Liscio and unanimously approved. the meeting was closed at 10:24 by Mr. Hebert.

Respectfully submitted,

John W. Kukulka
Secretary