

**Ridgefield Housing Authority**  
25 Gilbert Street  
Ridgefield, CT 0687

Approved Minutes

The January 12, 2017, Special Meeting of the Ridgefield Housing Authority (RHA) took place at Ballard Green and was called to order Bob Hebert at 8:05 PM. Commissioners present, John W. Kukulka, Frank Coyle, Vinny Liscio and Cathleen Savery. Also in attendance was Phil Sfraga.

**Approval of Minutes:**

No Minutes were approved.

**Financials: Frank Coyle**

See attached.

Bob Hebert added that 2017 had a high degree of turnovers in the tenant population, 30 in all three properties. Despite this, property management was able to “turn” non-revenue days within 3-4 days which contributed to a strong CF for the properties.

See attached.

**Residential Coordinator: Cathleen Savery**

Discussed the emergency message. States that it is too complicated for many of the tenants. Must be simplified to meet the needs of older less telephone savvy residents. In addition, she has received feedback from tenants that the new lights are very bright, which is affecting the sleep patterns of many of the tenants. Mentioned that the leftover food from the Christmas Parties could have been distributed to the tenants that could not make the party. It was determined that next year Phil would save the leftover food and distribute it to the folks that could not make the scheduled party.

**Phil Sfraga**

Reported that he will pull the Demolition Permit for the out building next week. He also mentioned that the Asset Manager interviewing process is ongoing and that anyone with an interest in the position must go to Indeed.com to apply.

The annual FHLBB certification is complete.

We are 100% occupied.

Repairs and door installation with the key fob and door openers for Ballard Green and Congregate are scheduled for the next few weeks. He also indicated that he would talk with the Postmaster about moving the mailboxes to help older tenants who have difficulty walking.

He also indicated that he would call the vendor to determine the arrival of the boxes that will raise the w/d off the floor.

**Old Business:**

None

**New Business:**

None

**Public Session:**

No public session was held.

With no further business at hand the meeting was closed at 9:55 by Mr. Hebert.

Respectfully submitted,

**John W. Kukulka**  
Secretary