

Ridgefield Housing Authority (RHA)

25 Gilbert Street

Ridgefield, CT 06877

Unapproved Meeting Minutes – RHA Meeting

Wednesday, October 21, 2026, at 3:30PM

Commissioners Present: Vincent Liscio, Derick Schirm, Maree Macpherson, Indra Sen (Zoom), Ed Baird (Zoom)

Commissioner Guests: Austin Macchiaroli, David Cordisco, Ann O'Brien

REM Present: Wade Rockwell, Monica Stromwall, Angel Falero

Resident Attendees: Don Klotz, Coco Barron, Teresa Cerillo, Mambi Nacholi, Jon Cooper, Catherine Hodgers, Nancy Nuzzo, Joanie Schirm, Roger Neiswender, Pauline Cooper, Pat Slade, Morland Periran, Patricia Velez, Elizabeth Sesser, Jeanne Kornecky

A Motion to accept Meeting Minutes of September 9, 2026, was made by Maree Macpherson and seconded by Vincent Liscio, all present Board Members approved.

A Motion to accept Management Report was made by Maree Macpherson and seconded by Vincent Liscio, all present Board Members approved.

A Motion to accept the Financial Report was made by Vincent Liscio and seconded by Maree Macpherson, all present Board Members approved.

A Motion to accept the Tenant Commission Report was made by Vincent Liscio and seconded by Derick Schirm, all present Board Members approved.

A Motion to open discussion on Resolution on proposed rent increases for General Apartments and Meadows was made by Derick Schirm and seconded by Vincent Liscio, all present Board Members approved.

A Motion to approve Rent Increase Resolution as read, was made by Maree Macpherson and seconded by Vincent Liscio, all present Board Members approved individually via roll call.

A Motion to adjourn to Executive Session was made by Maree Macpherson and seconded by Vincent Liscio, all present Board Members approved.

A Motion to adjourn RHA Meeting was made by Vincent Liscio and seconded by Ed Baird, all present Board Members approved.

Mr. Liscio opened the meeting at 3:33pm by first reading the Statement of Conduct, followed by the Mission Statement. After that, Mr. Liscio said some thank you's, since today was his last official meeting prior to his retirement from the RHA Board. He also stated that following his statement, he was turning over the leadership of the meeting to Mr. Derick Schirm, Vice Chair. Mr. Schirm thanked Mr. Liscio but noted there would be a continuation of appreciation at the end of the meeting.

Mr. Schirm then requested that the Meeting Minutes of September 9, 2026, be approved, which did occur. He then turned the meeting over to Mr. Wade Rockwood for the Management Report.

Management Report

This report provides an overview of property management activities and operational updates for the month. Occupancy levels are: Current Vacancies = 4; Upcoming Vacancies = 1; Overall Occupancy Rate = 95.1%. Property Management has three leases in process with new residents with expectations that units will be occupied late October – early November. Maintenance teams have done an excellent job preparing units for occupancy, conducting showings, and leasing available apartments, reducing the number of vacancies down to four. Their efforts have already resulted in several units being re-rented, helping to reduce vacancy levels and minimizing lost revenue. We continue to actively manage receivables and enforce collection procedures. Total delinquency increased slightly from \$11,129 in August to \$13,431 in September. The over 90-day balance increased slightly to \$1,728. Current legal and payment status: two residents have been sent Notice to Quit; three residents on court-stipulated payment agreements; one resident is in final stages of eviction. All accounts in the over 90-day category are either on payment plans or in the legal process. Mr. Rockwood also mentioned the RHA Dropbox and if any Board Members are either having difficulty or need access, he would be available to assist.

Resident Services

Ms. Stromwall's report was extensive, and the following highlights are listed: **Program Overview; October Programs and Activities Completed, Ballard Green** - RVNA Know Your Numbers, League of Women Voters, Memory Matters Lunch and Learn, Coffee and Conversation, Armchair Travel – Germany, ROAR Service Dog Visits. **Prospect Ridge**

Congregate – National Healthcare Associates – Silk Scarf Making, Oktoberfest Celebration, Armchair Travel – Canada, ROAR Service Dog Visits. **Upcoming October Programs** – Registrar of Voters – Prospect Ridge, Creative Connections – both locations, Ridgefield Symphony Orchestra – Prospect Ridge, Community Food Service Rescue – Mobile Food Truck, Halloween, and Birthday Celebrations. **November Programs and Holiday Planning** – planning is underway for the annual Friendsgiving dinners at both Ballard Green and Prospect Ridge Congregate in November. Additional seasonal activities and holiday celebrations are also being coordinated to encourage resident participation and help reduce social isolation during winter months. **Benefits Assistance and Resident Advocacy** – Connecticut Energy Assistance Program, Ms. Stromwall has a new authorization through the State of Connecticut to access the state system as an agent to assist residents with energy assistance applications. Medicare Open Enrollment, Election Information and Voting Access. **Community Partnerships and Expanded Support** – Ridgefield Youth and Family Services, National Healthcare Associates and Laurel Ridge, SOAR Across Ages – Warm Wishes Project, Ongoing Community Collaboration – Resident Services continues to develop relationships with local agencies, health care organizations, municipal departments, and community groups. These partnerships help expand access to services and programs without requiring every resource to be delivered directly by Housing Authority Staff. **On-Going Resident Service Coordination Responsibilities** – Benefits and resource navigation, Health and wellness coordination, Care coordination, Transportation assistance, Resident advocacy, Social Isolation prevention, Wellness and educational programming, Community resource development. Looking ahead – Assisting eligible residents with CT Energy Assistance Program applications; Coordinating Medicare Open Enrollment assistance at both properties; Continuing voter education and supporting access to available voting procedures; Launching the new on-site support group partnership with Ridgefield Youth and Family Services; Continuing wellness, creative, cultural, and social programming at both locations; Coordinating the annual Friendsgiving dinners and upcoming holiday celebrations; Expanding partnerships that bring resources and activities directly to residents. Resident Service Coordination remains committed to balancing social and wellness programming with individualized assistance, benefits navigation, and care coordination. These efforts support resident independence, strengthen community connections, and help residents remain engaged and supported in their homes.

Treasurer Report

Financial Summary below:

<u>Explanation</u>	<u>Summary</u>

Financial Statements Update Reminder: 2026 will feature projected approved in 2025 but not yet incurred Until 2026	Adjusted YTD surplus is +407K; -\$55K including capex
2027 – 2029 Draft Budget Discussion of capital expenditures today	See Attachment
501c3 Update	Looking for assistance in capital campaign.
Alternative High School RHA Board approved \$25K in “repairs” as Placeholder for 2026; projected amount in CNA report is below that amount	10/21 Superintendent Meeting
Compliance risks	JG/IS filed tax return; begun audit process; will do solar credit in Nov.
Solar Update	Wade will provide report.

Mr. Sen described the attachments included with his presentation, i.e., Consolidated Balance Sheet, Consolidated Income Statements, Consolidated Cash Flows, and additionally, a draft of the first 3-year budget being submitted early for Board review, discussion, and thoughtful consideration. Mr. Schirm requested that each Board Member carefully review the items listed and for next month’s meeting be prepared to offer their perspectives on the first draft. What should we move forward, items missing or incomplete, priorities.

Tenant Commissioner

Ms. Macpherson relayed the sad news about Cathleen Savery, a former resident, and Tenant Commissioner at RHA. Cathleen passed away on October 6, 2026, after an extended illness. Working with Monica Stromwall and Cathleen’s family, a Mass of the Resurrection and Memorial event is being planned for next year. Information will be distributed as it becomes available. It has also been suggested that a plaque be affixed to one of the planned community benches to honor Cathleen. Ms. Macpherson has passed along the name of a

contract arborist, a gentleman she has worked with before, for consideration. Additionally, she requested volunteers for the planting of winter vegetables in the raised beds on the Ballard Green property.

Secretary Report

Position will be filled shortly and announced at the next meeting. That individual, in addition to other duties, will have the Recording Secretary, Patricia Harney, as a direct report.

Report of Committees

Alternative High School – Need to address issues, vandalism, replacement of floors, fixtures, painting, and HVAC. There is also a rodent problem (mice). The School Board has been receptive and good to work with. It is possible that new tenant, if desired, could take over space in November.

OLD BUSINESS

CNA Congregate Paving

Silverio Paving is scheduled to pave designated portions of the parking lot on 10-22 and 10-23. The project cost is \$9,881, which is slightly above the \$8,000 budgeted amount.

Heating Units

Proposed 2027 capital plan includes \$95K for replacement of boilers in 10 Ballard Green units. Management is also budgeting \$47,500 for installation of five boilers in The Meadows in Spring 2027.

Unit Refurbishments/Renovations

The appliance and flooring tracking worksheet summarizes progress across Congregate (34 units) and Ballard Green (60 Units). At Congregate, fourteen units have received flooring replacements, thirty refrigerators, ten stoves and twenty-three hoods have been replaced; remaining are twenty floors, 4 refrigerators, ten stoves and eleven hoods, with an estimated remaining cost of \$52,147. At Ballard Green, twelve flooring replacements, 34 Refrigerators, twenty-three stoves and fifteen hoods, with an estimated remaining cost of \$125,077. These are component counts, not counts of fully renovated apartments. Management will continue balancing vacant unit turns with planned upgrades.

Solarizing – Ballard Green and Ballard Green General Apartments

Management met with Purepoint last week to express concerns regarding recent project coordination and communications. Purepoint has committed to improving communications, and Management will meet in person with its project management team this week to review the project. Systems 2 and 3 are completed. For System 1, Eversource has advised that October 26 is the earliest available date to complete the remaining work. Management reserved that date to prevent further delays. The required shutdown is expected to interrupt power to the entire Ballard Green complex from approximately 8:30am to 1:30pm. A notice will be distributed to Ballard Green residents in advance of the outage.

RHA Website

No new substantive update is documented for this reporting period.

Maintenance Facility

Maintenance continues to prioritize unit turnover work and resident service requests. No separate project update is documented.

Solar – Prospect Ridge

Property Management has deferred scheduling a meeting regarding the proposed Prospect Ridge solar project until the outstanding concerns with the Ballard Green solar project have been addressed and that project has been completed. Management believes it is important to resolve the current project and communications issues before proceeding with discussions regarding solar installation at Prospect Ridge.

Operations Manual

Mr. Liscio spoke of the contents of this manual and the importance of it serving as a valuable reference manual for the Board. He suggested that each Board member take their time reading the offerings, however, he suggested that they read the accompanying letter first as a strong basis for working with the Manual.

New Commissioner Intro

Mr. Liscio was pleased to announce that the Board of Selectpersons approved Ms. Ann O'Brien to join the RHA Board, stepping in as Mr. Liscio's replacement when his resignation has been accepted. At that point, Ms. O'Brien will be sworn in. Congratulations to both Ann and Vinny as they embark on their exciting new roles. Wishing them both tremendous success and happiness!

To Do List

Benches – Deferred until Spring 2027

Heating Units and Flooring – A meeting will be scheduled with the appropriate members to review needs, scope, and next steps. (sub-committee will be formed).

Charging Stations – No new update currently.

Volunteer Arborist – Mr. Rockwood and Commissioner Macpherson met with arborist. The arborist provided an hourly-rate quote, which will be reviewed. Will be deferred until Spring.

Additional Accessible Parking Spaces - Property Management reviewed the Ballard Green parking configuration and referenced general HUD and ADA accessibility requirements. There are 107 parking spaces: fifty-one resident spaces, thirty-nine visitor spaces, 8 designated accessible spaces, and 9 spaces reserved for RHA and the High School. Under the general ADA parking space table, a facility with 101-150 parking spaces calls for five accessible spaces, including at least one van accessible space. Ballard Green currently has 8 designated accessible spaces, 3 more than that benchmark (60% above it). Management recommends retaining the current parking configuration and addressing any misuse of designated spaces separately. This numerical comparison is not a substitute for confirming applicable residential accessibility requirements, van accessible designation, and reasonable-accommodation needs.

NEW BUSINESS

Plowing Contract – Ballard and Prospect Ridge

The snow-plowing contracts for Ballard Green and Prospect Ridge have been signed, totaling \$76,250 for the snow season. The only outstanding item is the Ballard Green parking area, which would cost an additional \$18,500 for five months at \$3,700 per month. Management needs clarification as to whether the Town of Ridgfield will continue plowing down the entire Ballard Green parking lot or only the front portion. Our planning assumption has been that the Housing Authority would be responsible for the area extending from the pavilion back to building D. Once the Town's scope is confirmed, Management can determine whether the additional parking area service is necessary.

General Apartments and Meadows – Proposed Rent Increases

Management is presenting the proposed rent increases for General Apartments and The Meadows for Board consideration. The Housing Authority has used a consistent tiered methodology for these developments for many years. The following summarizes the methodology used in prior years. For residents, whose current monthly rent is more than \$200 below the maximum allowable monthly rent, the monthly rent increase shall be \$100 or 6.3% of the resident's current monthly rent, whichever is less. For residents whose

current monthly rent is \$200 or less below the maximum allowable monthly rent, the monthly rent increase shall be \$50 or 6.3% of the resident's current monthly rent, whichever is less, without exceeding the maximum allowable monthly rent. Under no circumstances shall any rent increase exceed the applicable 6.3% State-established annual rent increase cap, nor shall the resulting monthly rent exceed the maximum allowable rent permitted under applicable program requirements.

Mr. Schirm then proposed the reading of the resolution for the proposed rent increases which the Board discussed. After, a resolution was read , approved and a Board roll call was conducted. The Board signed off on the resolution (attached).

2027-2029 Capital Needs Budget

The 3-year plan combines operating capital priorities, CNA-identified needs and planning estimates. These are proposed budget figures not confirmation of expenditures or Board approval.

Development 2029	2027	2028
Ballard Green \$147,388	\$179,381	\$145,862
Congregate \$295,808	\$223,254	\$321,721
General \$ 25,011	\$44,575	\$ 24,282
Meadows \$ 35,308	\$77,900	\$ 67,671
Alternate HS \$ 2,387	\$17,890	\$0
31 Halpin Lane \$ 3,819	\$10,500	\$ 3,069
TOTAL \$508,721	\$553,500	\$562,606

PUBLIC COMMENTS

Don Klotz – Thanked Vinny for his service and thanked the Board for everything they do. Has lived in Ridgefield for 60 years and now located at 51 Prospect Ridge. Proposed rent increases need urgent action for those individuals that cannot afford them, he mentioned the front and back steps of his building being in disrepair and needing immediate attention.

Coco Barron – She reminded Board that she had questioned the removal of the grassy area to replace with concrete for bicycle parking spaces. How much did that cost and why was it done? She also suggested name tag identifiers in front of each Commissioner, REM staff, and those that sit at the front table, for the convenience of the residents and audience guests.

Terea Cerullo – no comment.

Mambi Nacholi – Also discussed rent increase. In 2016 she stated she was told there was a cap of \$25 on rent increases, which has not been true. She has asked for an explanation but doesn't believe she has been given one she understands.

Jon Cooper – left before comments.

Catherine Hodgers – no comment.

Nancy Nuzzo – Question about solar and stated that her building does not have solar panels on it because it lacked the sunshine that would make it cost capable. She wondered if she would take part in the benefits of the program and the answer was yes. All residents at the 25 Gilbert Street campus will participate.

Pauline Cooney – no comment.

Pat Slade – no comment.

Marland Pereirn – What was used to power wash the buildings. . .the chemicals are dangerous.

Patricia Velez – no comment.

Jeanne Kornecky – Rent increases – should be some sort of emergency fund for residents that can't afford increases. She stated another resident attacked her near the laundry room over a difference of opinion. Feels the other tenant should be reprimanded.

Elizabeth Sesson – left meeting.

Executive Session at 5:50, exited at 6:30, and adjourned at 6:31 with motion by Vinny Liscio and second by Ed Baird.

Meeting adjourned at 6:31 pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting, November 18, 2026, at 3:30PM
In person at Ballard Green Community Room
And via Zoom

Ridgefield Housing Authority Board meetings will be conducted under Roberts Rules of Order, as instructed by the Town Clerk's Office of Ridgefield, CT, and all participants are expected to conduct themselves with dignity and treat all those present with respect, empathy and civility.

Attendance will be taken. **Please ensure you announce yourself to Pat or sign attendance sheet prior to start of meeting. Also, announce yourself if on Zoom.** Signing in is each attendee's responsibility. Thank you.

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM office at Prospect Ridge, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>