

Ridgefield Housing Authority

Approved RHA Meeting Minutes of January 21, 2026, at 6:30PM

Meeting Held at Ballard Green Community Room

In Person Only

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**Commissioners Present:** Vincent Liscio (VL), Paul Janerico (PJ), Derick Schirm (DS), Ed Baird (EB)  
all in person

Commissioner Absent: Maree Macpherson (MM)

RHA Guest: Indra Sen

Resident: Nancy Higgins

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**A motion to approve the RHA Meeting Minutes** of December 17, 2025, without changes, was made by Derick Schirm and seconded by Ed Baird, all Board members approved.

**A motion to approve Management Report** was made by Derick Schirm and seconded by Ed Baird, all Board members approved.

**A motion to approve Financial Report** was made by Derick Schirm and seconded by Ed Baird, all Board members approved.

**A motion to adjourn** was made by Paul Janerico and seconded by Derick Schirm, all Board members approved.

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Ridgefield Housing Authority Meeting Synopsis: Meeting covered property management updates, financial discussions, and operational planning. The Board reviewed budgeting processes, delinquency figures, while discussing various capital improvement projects including boiler replacements and solar installation. The meeting continued with the introduction of a new Commissioner and discussions about housing subsidies, future planning initiatives and seeking potential grants for our 5i01c3 to support ongoing and future efforts.

Mr. Liscio began the meeting at 6:33pm by reading the Mission Statement and requesting the Approval of Minutes from the December 17, 2025 meeting, which was obtained. He then turned the meeting over to Wade Rockwood for his Management Report.

## Management Report

Mr. Rockwood began his report by updating the Board on the recent activity concerning an unrepairable stove for the Prospect Ridge Congregate. A new stove has been ordered and will be delivered end of January or early February. Mr. Baird wanted to ensure that reasonable warranties are on the new stove to ensure proper coverage going forward. The annual recertification process has begun at Ballard Green and Prospect Ridge. The deadline for returning paperwork is March 13, 2026. Mr. Rockwood pointed out that confusion is present regarding fiscal year's use for budgeting. Accounting has indicated that for General and Meadows budgets they operate on a January through December fiscal year while Ballard Green and Congregate operate on July through June fiscal year. This discrepancy has created some challenges with capital expense planning, concerning this. Mr. Janerico spoke with Marilyn (REM's CFO) that they will work on developing a consolidated budget with the assistance and support of Jason and PHA Web. Also brought up, especially in view of upcoming storm, concerns our snow contractor and the scope of his responsibilities now (with the Town of Ridgefield handling snow removal for Alternate School and park), and in the future when the Alternate School moves out and Sphere ultimately moves in. Discussion with the Town need to be held to pin down what they plan to do and how the contractor's responsibilities will change if necessary. The company will begin their duties after the snow has stopped and they will plow roads, clear sidewalks and empty parking spaces. Residents are responsible for cleaning off their own vehicles but can sign up for help from any volunteers that may have signed up on a first come, first served basis. Property Management continues to focus on vacancies. There is a total of 2 vacancies. Both Congregate and General have a vacancy with Congregate having a mid-February move-in and General actively showing the vacancy. We are currently at a 98.7 occupancy rate. Also in focus is our delinquencies. There was a slight increase in the overall for all developments. Statements of account for those residents with debit balances will be mailed this week. There are currently 4 residents on court stipulated payment agreements and additional 2 residents that are in legal currently. The entire over 90 day balance for all developments totaling \$1,942 has either been referred to legal or resident is on payment plan.

## Resident Services

The Resident Service Coordination Program remains committed to enhancing quality of life, promoting independence, and ensuring residents have timely access to resources, education, and support services. January programming emphasized wellness, education, fraud prevention, and aging-in-place support, while maintaining key partnerships with local and state agencies. New Speaker Series Initiative – pleased to introduce a Speaker Series that brings relevant information, education, and community resources directly to residents at Ballard Green and

Prospect Ridge. This initiative supports resident well-being, informed decision-making and proactive planning for aging in place. January Speaker – Antwan Cook – Therapeutic Coaching and Consulting – Topic: Healing Through Self-Care. The presentation addressed emotional wellness, self-care strategies, and practical tools to support residents' mental and emotional health. The session was well received and aligns with our broader wellness goals. Upcoming Speaker – February – Presenter: Eric Berkley -. Safe at Home – Topic: Home Technology & Life Saving devices- Also, WCAAA – Senior Medicare Patrol with a Topic of Medicare Fraud Prevention by Trevor Reeves. Other expanding Partnerships – RVNA, Ongoing Community & Agency Partnerships, Food Services – wonderful update, Transportation Updates, CT Community Food Truck, Dept of Mental Health and Addiction Services, Armchair Travel Celebrations - this month China, Monthly Birthday Celebrations, Valentine's Day Programming, Across the Ages Program with SOAR, NCL Class of 2026 Program, Community Appreciation & Acknowledgements. The Resident Service Coordination Program continues to expand educational opportunities, strengthen partnerships, and respond proactively to resident needs.

### **Financial Report**

Mr. Janerico received the financial statements from REM with supporting documents and reviewed. Everything produced was perfect and considering this was end of year, it was really, really good. Cash looks good; reserves look good. The minor paydowns of mortgage are right on track. If a quick analysis were better than budget by about \$400K. It's coming from 3 buckets. Primarily \$90K is coming from the rent revenue lines, 14K with bad debt collected from the past, and vacancies being much lower than anticipated. That's a big deal. The bigger number is CapEx and not spending against that. So overall we budgeted \$420K but spent \$177K. There is also work budgeted for and not completed this year, so those monies have to be paid out this year. They are in reserves just now. The tower at Congregate a big item. Questions about loan to 501c and does it get paid back to RHA or is it a gift? Jason is involved. Discussions happened throughout report with isolated questions by Commissioners requesting clarification of specific items.

### **Old Business**

**CNA Update:** Tower Facing – Congregate. RFP's were issued 11/4 to solicit qualified contractors. Only 2 contractors have expressed interest but have not submitted bids as yet. The original bid submission deadline will be extended so bid review and presenting of contract award recommendation in Spring 2026.

**Gazebo roof replacement:** Property Management has received three bids well outside the approved budget for this project. After speaking with our maintenance lead, it has been decided that Doug Shepard of REM will oversee in house as a spring maintenance project.

**Heating Units:** The multi-year plan to replace five boilers over the next four years at Meadows has begun. The original budget for this phase was \$25K but with each boiler costing \$8,174, the total project cost was \$39,904. The boiler replacement project at Meadows has been completed but an additional \$40K has been budgeted to continue with this project for 2026.

**Unit Refurbishment:** 10 units either fully or partially refurbished at Ballard Green; 18 units either fully or partially refurbished at Congregate.

**Solarizing:** PurePoint has received the racking reports for all three solar systems. These reports are a critical component for completing structural engineering required for the permit applications. The racking reports detail how the attachments and rails will be constructed on the roofs and how the solar panels will be mounted. They expect to be ready to submit for permits by March after Town review. Mr. Liscio and Mr. Janerico have requested that Mr. Rockwood push to get timelines escalated to begin construction as early as possible.

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**Alternative High School:** Update on the Letter of Intent from Sphere. Our attorney has completed an initial review and several recommended changes have been identified. Once Agreement language is finalized and Board approved, we will re-group with Sphere to discuss next steps to proceed with tenancy.

**RHA Web:** Due to calendar conflicts, vacations, and weather, the RHA Website meeting has had to be postponed. Property Management will get another date on the Calendar to initiate the process of reviewing the website and proposing updates.

**Maintenance Facility:** No update at this time.

**Cameras to monitor BG Community Garden Beds:** An assessment regarding the installation of cameras to monitor the Ballard Green Garden Beds has been completed. The camera installation will be planned and budgeted for the July 2026 – June 2027 fiscal year.

**Town Meeting/Selectpersons:** Discussions concerning the topics and flow of the meeting content. Mr. Janerico and Mr. Rockwood working on subject matter.

## **NEW BUSINESS**

Introduction of New Commissioner - Mr. Liscio introduced Mr. Indar Sen of Ridgefield to the Board of Directors asking him to talk a bit about his background, Mr. Sen has the approval of

the Board of Selectpersons and will be taking his oath shortly. He was very appreciative of the opportunity to serve on the RHA Board and looks forward to learning and contributing.

Operating Agreement between RHA and LP.

### **PUBLIC SESSION**

Nancy Higgins was the only resident that ventured out into the bitter cold. She thanked the Board for everything they do to make their homes a lovely place to live. She did mention that she would caution when the Alternative School leaves and a new tenant is present, that the traffic patterns should be carefully monitored since drivers are careless and the residents have concerns about potential accidents.

Meeting adjourned at 8:40pm

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting February 18, 2026 at 6:30PM  
Followed Immediately by Limited Partnership Meeting**

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM Office at Prospect Ridge, or with this link on Town Site.

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