

**APPROVED**  
**Ridgefield Housing Authority Meeting Minutes**  
**December 3, 2025 – 8 am**  
**Ballard Green Community Room, 25 Gilbert Street**

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**Commissioners Present: Vincent Liscio (VL), Derick Schirm (DS), Ed Baird (EB), Maree Macpherson (MM) all present at the Ballard Community Room**

**Guest: Paul Janerico (PJ)**

**REM: Wade Rockwood (WR), Wesley Robinson (WR2)**

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**A motion to approve RHA Meeting Minutes from November 12, 2025, with no changes,** was made by Mr. Schirm and seconded by Ms. Macpherson; all Board present approved.

**A motion to approve the Management Report** was made by Mr. Schirm and seconded by Mr. Baird; all Board present approved.

**A motion was made by Mr. Liscio to move to Executive Session for a contract discussion,** and was seconded by Ms. Macpherson; all Board present approved.

**A motion was made to adjourn the RHA meeting upon return from Executive Session,** was made by Mr. Schirm, and seconded by Mr. Baird-all Board present approved.

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Mr. Liscio began the meeting by reading the Mission Statement aloud. He then asked for the approval of Minutes, which was handled. He then requested Mr. Rockwood to begin his Management Report.

### **Management Report**

Mr. Rockwood was prepared to discuss the projects from 2025 that were planned, and their status, and those that needed to be rescheduled. He also had prepared a list of the planned projects for 2026 for all complexes. Gutter guards at Ballard continues, suggesting budget of 8K per boiler at 3 per year. Unit refurbishments either just appliance replacements, more complete with floors (find out cost of doing floors with furniture move-outs) and counter tops. Mr. Liscio would like to determine what type of cost would be incurred if we did counter tops. Ballard Green Community Room flooring replaced, laundry room pipe issues need attention to prevent backup, landscaping needed, weeding and mulching. A discussion ensued concerning budget, actual spending, and monies not used that will perhaps be used in 2026. Mr. Rockwood continued to relay the projects not completed in 2025 at each complex and those planned for 2026 (that are leftovers or newly planned). Several discussions were had as different questions, concerns or suggestions were uncovered. An interesting suggestion came up that perhaps town residents might be interested in sponsoring a unit. Also, let us pursue possible grants that we may be able to take advantage of.

Congregate almost all units have been updated, but other needs include, gazebo roof, paving, tree work, landscaping, AC on second floor.

Meadows – entrances power washed and painted, weeding, mulching, 5 units per year, starting with building 8. Potential Trip hazard in concrete needs attention.

Prospect General– weeding, mulching, gutter guards, solar, boilers, remove crab apple tree, 3 per property for unit refurbishments.

### **Financial**

Not much to report just now since numbers haven't come in as yet. I will update board if we don't have a meeting later in the month.

### **Tenant Commissioner**

Holiday Party – December 12, from 6PM to 9PM. Monica working from home quite a bit during her health difficulties.

CNA Update - Waiting on quotes for tower facing and gazebo, in response to RFPs.

Unit Refurbishments – previously update.

Solarization – Looking to 1Q26 to begin.

Alternative HS reached out to Rebecca at Sphere informing her that we are very interested in having them as future tenants. Discussion followed regarding lease.

Town Meeting Selectpersons – Wade was asked to update his previously made report for presentation to the select person. Mr. Janerico will also add some budget information as well.

Maintenance Facility – Wade met with Doug to ask him what he believes would be his needs and equipment needed. He is working on this now. Do we need to put a placeholder on this item?

2026 Calendar – given to Board. Is it necessary to have two meetings for RHA/LP meetings? Can we just have evening meetings, yes? Use 3<sup>rd</sup> Wednesday for meetings unless there is a conflict.

2026 Budget – REM working on it – accounting team is waiting on Wade for Capital Expenditure Budget, which were discussed earlier and therefore budgets are expected to be forthcoming."

Cameras to monitor outside of Community Room – will add another camera for more complete coverage outside. Talk about specifics of the Security Plan for REM/RHA Contract.

REM/RHA Contract - have another 15-day extension ...may look to do another meeting before EOY.

#### 8. New Business

Paul is staying on until a new commissioner is found. Paul put together a great description of the position. General understanding of the position. Wade suggested a letter that talks about each of the Board Members and what their particular areas of expertise are. Extensive discussions concerning how to attract new Board Members and Chairman's vision for the future.

Motion to move into Executive Session.

Meeting adjourned at 11:36 AM

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, January 21, 2026, at 6:30PM In person at Ballard Green Community Room**