

Ridgefield Housing Authority

Ridgefield, CT

RHA Approved Meeting Minutes of May 7, 2025

**In person at Ballard Green Community Room**

**Via phone and Zoom**

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**Commissioners Present:** Vincent Liscio, Maree Macpherson (MM), Ed Baird, EB) All in Person, Paul Janerico (PJ) on Zoom

**Board Guest:** Derick Schirm

**REM Staff:** Wade Rockwood (WR),

**Residents:** Krisann Benson

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**A motion to approve RHA Regular Meeting Minutes** from April 16, 2025, as presented, was made by Ms. Macpherson, and seconded by Mr. Baird, all Board present approved.

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

**A motion to adjourn the RHA Meeting** was made by Ms. Macpherson, and seconded by Mr. Baird, all Board present approved.

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Mr. Liscio began the meeting at 8:05am by reading our Mission Statement. He then asked for the Approval of Minutes from the meeting of April 16, 2025, which he received. Mr. Liscio also introduced Mr. Derick Schirm, a guest at the meeting and potential candidate for our open Board position

**Management Report** – Mr. Rockwood began by reporting that the maintenance operations received a total of 125 work orders and completed 119 of those orders. In addition, they were handling unit turns, ensuring we stay on track with on-going property management goals. There are presently 3 vacancies; Congregate has 1, 1 for General Apartments, and 1 for Meadows. We are currently at 97% occupied. Management is always focused on delinquent accounts. There was a significant decrease in the overall aging across properties. Statements of account for those residents with debit balances are being mailed next week. The entire over 90-day receivable balance for all developments totaling \$2,147 has either been referred to legal or resident is on a payment plan.

**Financial Report** – Mr. Janerico reported that he hadn't received the March statements as yet. He is working with Robert of REM to simplify the monthly statements and received some newly formatted statements. April statement should be available in the next couple weeks and we are hopeful we can get March and April in new consolidated, simplified formats. We are also waiting on PHAWeb. Robert reached out to PHA Web, who are also working on new formatting for reporting. They do not yet have a release date, but may not be suitable for us.

**Tenant Commissioner** – Ms. Macpherson reported that the Senior Expo went very well and was also well attended. Planting at Congregate was scheduled, however, due to some repairs that will disrupt the landscape, she suggested that we should postpone until the work had been completed. She also advised that the Garden Club would be having their plant sale on Mother's Day weekend, which is always a lovely event.

## **Old Business**

**CNA** – Priority at the moment is recertifications for Ballard Green and Congregate and that is the main focus until that completed. All CNA projects are being deferred to the end of May.

**Alternate HS** – Rebecca Ciota of SPHERE will be invited to see the space within the next few weeks to see if she thinks it will be suitable for her organization. Mr. Rockwood will have the results of that visit at the next meeting.

**Unit Refurbishments** – Unit turn at Congregate completed. Mr. Janerico requested Mr. Rockwood to do a spreadsheet monthly with summary of all unit turns and their costs. Coding should be CapExp.

**Solarizing** – Contract signed with PurePoint on April 28, 2025. PurePoint presented RHA with the 5.5% safeharbor invoice on May 2, 2025. Met with Cohen and Wolf for agreement to be drafted between RHA and the Limited Partnership of RHA as invoice to be paid from Limited Partnership account from funds donated by RHA. Limited Partnership owns the project. Has PurePoint scheduled project meeting? Please check and advise. As part of the CNA, it will be noted if roofs could/should be replaced.

**Budget and Rent Increases** – Rent increases for Ballard and Congregate scheduled to take effect on July 1, 2025. Analysis is still being performed for General and Meadows.

**Status of Unit Restoration from fire** – Project completed. Following up with the insurance company to see if RHA will be reimbursed for the \$10K deductible from tenant.

**PHA Web** – stated that they are working on a project to expand and improve the financial statements. They did not have a release date. They would like us to review the new reports once they are released to see if the reports will meet our needs. They are not accepting new requests at this time.

### **New Business**

Mr. Derick Schirm, who is interested in a potential position on the RHA Board, gave a little background on his experiences. He will meet separately with Mr. Janerico to learn more completely about the two entities that the Board oversees.

Motion to Adjourn at 9:15am,

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, June 11, 2025, at 6:30PM in Person  
At the Ballard Green Community Room**

**Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town site: <https://www.ridgefieldct.org/housing-authority>**