

Ridgefield Housing Authority
25 Gilbert Street
Ridgefield, CT

RHA Unapproved Meeting Minutes
October 15, 2025

In person at Ballard Green Community Room

Commissioners Present: Vincent Liscio (VL), Paul Janerico (PJ), Ed Baird (EB), Derick Schirm (DS), Maree Macpherson (MM) All in Person,

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

Residents: Nancy Higgins, Krisann Benson, Coco Barron, Helen Hulbert

A motion to approve RHA Special Meeting Minutes (Rev #1) from September 17, 2025, was made by Mr. Baird and seconded by Mr. Shirm, all Board present approved.

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

A motion to approve the Financial Report was made by Mr. Shirm and seconded by Mr. Baird, all Board present approved.

A motion to add the report "Old Business" to Selectpersons when meetings are held by the Board of Selectpersons, was made by Mr. Liscio and seconded by Mr. Shirm, all Board present approved.

A motion to accept Herb & Spices as the new suggested company for the Congregate Meal Program for an annual fee of \$167,900, was made by Mr. Liscio and seconded by Mr. Shirm, all Board present approved.

A motion to approve an increase in the amount charged for after-hours lockout fee from \$25 to \$50, and, reduction for late fee for rent from \$50 to \$25 and be enforced as of 1/1/2006, was made by Mr. Liscio and seconded by Ms. Macpherson, all Board present approved.

A motion to adjourn to Executive Session was made by Mr. Liscio and seconded by Mr. Shirm, all Board present approved.

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

Mr. Liscio called the meeting to order at 6:32pm by reading the Mission Statement and then requesting the approval of the Minutes from September 17, 2025. This was accomplished and the Management Report was requested.

Management Report - Mr. Rockwood began with Inspections & Testing – Fire Protection Inspection-Meadows; Ballard Green Unit Inspections Complete; Sprinkler Inspections at Ballard and General. Mai Ops 132 rec'd-130 done. Gutter guards installed on Bldgs. B, C and partially A. Bicycle slab at Pros. Ridge. Cap and Repair Proj. – Carpentry at 27 Gilbert; Bids for deck at 22 Gilbert. Additional bids for boiler replacements have been received and review to begin shortly. Repaving project at PR to begin 10/16 – 10/17 to repave entrance, uneven and crumbling surfaces, repair water drain and install a speed bump. Resident Relations: An uptick in lease violations requiring management attention. Collaboration being done with Resident Serv. to encourage positive resident behavior, promoting a safe and respectful community environment. Continual focus on remains on vacancies. There is a total of 2 vacancies for the month, and the occupancy rate is 98.7%. Delinquencies remain a focus, with a decrease in overall aging for all developments by -11.5% and a slight increase In over 90-day, currently \$1,992. As is our practice, statements of account for those residents with debit balances were mailed this week. All efforts are made to reach out to residents and work with them to keep them from legal proceedings.

Resident Services Manager – Ms. Stromwall not available this evening.

Financial Report: Mr. Janerico reported that REM has replaced their CFO, Robert with a new CFO, Marilyn C. who prepared financial statements and analytics without much error. PJ had a subsequent meeting with Marilyn which gave him great confidence in her abilities. Actually, analyzed numbers before Mr. Janerico requested. Renee sent out budgets for General and Meadows – PJ asked that Board review to see if you have questions. Note: Cap Improvements is missing in this report. Any excess monies will move into reserves for anything not completed in 2025. Cash building up – financial statements look good.

Tenant Commissioner Report – Nothing to report this evening

Old Business

CNA Update Tower Facing at Congregate - RFPs being developed.

Gazebo Roof at Congregate – The roofer recommended by Habitat for Humanity has not responded to our calls. We might have to engage a general carpenter or roof carpenter to handle. If so, bids will be required.

Unit Refurbishments/Renovations – Ballard Green at 100% and Congregate at 97% occupancy give few opportunities for renovation so the focus is on upgrading kitchen appliances, by tenure. Vendor recently sent ordered shipment; however, wrong model and they have to be returned. We have secured a POD to house kitchen replacements for a period of time. Discussing what solution for storage makes most sense.

Solarization – Update by PurePoint/Kick-off being held on October 16th for all interested residents.

PHA Web Reports – Only sporadic updates. Will remove from agenda and Mr. Janerico will update as changes occur.

Alternate High School – No update at present.

RHA Website – A meeting has been scheduled to discuss proposed updates/changes.

At this point, Mr. Liscio discussed the presentation that RHA makes to the Board of Selectpersons, identifying the accomplishments of RHA throughout the year. This presentation generally takes place at the last Board of Selectpersons' meeting of the year in December. A motion was discussed at this time and approved by the Board.

New Business

Congregate Meal Program – Mr. Rockwood provided extensive facts and figures in regard to the three potential vendors, 2 new vendors and the present vendor. There was a range in cost close to \$40K. The present vendor had some slips that unfortunately weren't corrected appropriately. Their food quality was also inconsistent causing resident complaints. Social skills were not up to par. Excellent reports concerning Herb & Spices were reported. CHP currently using this vendor at our Wilton Commons Congregate location where residents have consistently expressed satisfaction with both the food quality and the professionalism of the Service staff. After much discussion concerning the positives and negatives of each vendor, the Board discussed and approved a motion concerning the approval of Herb & Spices as our new vendor of choice, which also happened to be the most cost effective.

RHA Schedule of Charges – Mr. Rockwood has reviewed a complete listing of resident charges and there were two that he suggested should be increased. 1) After Hours lockout fee, due to higher staff hourly rates and 2) Increasing the rent late fee, to cover administrative costs. Extensive discussion took place regarding both suggested fee raises, and if approved, all residents will receive

a minimum of a 60 days' written notice of these changes as well as a lease addendum at time of their lease renewal, with the anticipated updates taking effect on January 1, 2026. The after-hours lockout fee was increased and a motion reflecting that was made and approved by the Board. The increasing of the rent late fee was not approved and will remain, at least for the time being.

Public Session

Nancy Higgins – concerned about children on their “vehicles”, racing around without regard for their safety or anyone else. Suggested consideration be made when attempting to find the new tenant for the Alternative High School that traffic be either non-existent or very limited, not to add to the present congestion.

Coco Barron – Coco was disappointed that the Board did not have signage in front of them indicating their names and responsibilities as she suggested at the last meeting. . She wanted to know how much it cost to remove grass and put concrete in an area at Prospect Ridge where it is planned to install a bicycle rack to keep them neatly in one spot as opposed to all over the complexes. Mr. Rockwood told her he would check but didn't have that information at the meeting. She was unhappy about that and the bicycle racks as well. She then requested the whereabouts of 2 fans that were used during the summer months and was told they had been put into storage. She was quite adamant that she be told where this storage area was, and displayed unhappiness when she didn't receive an answer.

Krisann Benson – Krisann disappointed that the after-hours lockout fee was increased. Believes it unfair for the residents. She requested a duplicate key for her unit, for free and was told to come to the office to discuss. She also feels children zipping around on their skateboards and bikes a hazard to the residents.

Executive Session – Contracts

Mr. Liscio requested a motion to move to Executive Session, which occurred at 9:00pm.

Board returned to regular meeting at 9:35pm and Motion to Adjourn occurred at 9:36pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, November 12, at 6:30PM
In person at Ballard Green Community Room
Other A/V to be determined**

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