

Ridgefield Housing Authority

Ridgefield, CT

RHA Unapproved Meeting Minutes of July 16, 2025

In person at Ballard Green Community Room - Only

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

Commissioner Absent: Maree Macpherson (MM)

REM Staff: Wade Rockwood (WR)

Residents: Nancy Higgins, Krisann Benson, John Burke, Margo Seemann, Pauline Cooney

A motion to approve RHA Regular Meeting Minutes from June 18, 2025, with changes, was made by Mr. Janerico and seconded by Mr. Schirm, 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 to approve the Financial Report was made by Mr. Schrim and seconded by Mr. Baird, all Board present approved.

A motion to adjourn the RHA Meeting was made by Mr. Janerico, and seconded by Mr. Schirm, all Board present approved.

Mr. Liscio began the meeting at 6:30PM by reading the Mission Statement. He then requested approval of the Meeting Minutes of June 18, 2025.

Management Report: Mr. Rockwood began his report by stating that maintenance operations had a productive month in June. There were 106 work orders and only had a backlog of 2. In addition, the staff has also been handling unit turns, ensuring we stay on track with ongoing goals. Annual unit inspections were during the first week of July, at Congregate created additional work orders. 73% of the units were fine; 27% needed the generation of work orders. Annual unit inspections for General at Prospect Ridge are scheduled for July, and Ballard Green and Meadows will be schedule in the near future. These inspections help us stay on top of maintenance needs and identify concerns early. We have completed power washing the back exterior stairwell at A Wing; power washing deck at Congregate and

replacing sections of deck flooring on the back deck at Congregate. Property Management has issued reminder notices to residents of Ballard Green and Ballard Green General regarding noise awareness requesting residents to be mindful of noise levels, especially in the evening hours. Since a trip hazard was recently identified at the Ballard Green Pavilion request for proposal (RFP) has been issued and property management is in the final stages of securing a contractor to install a fence around the pavilion. This will serve multiple purposes – eliminate the safety hazard; protect landscaping; and deter non-residents from using pavilion. Earlier this year, property management identified the need for significant paving improvements needed at the Prospect Ridge location which was included in the 2025 budget. Since then, we have been actively gathering the necessary data to issue an RFP for the work. Due to the continued deterioration of the driveway, this project has been prioritized and moved to the top of our capital improvement's list. The scope of this project will include: paving front entrance of Prospect Ridge; repairing large sections of damaged asphalt; addressing a storm drain in need of repair. We anticipate the work will begin in late August to early September, pending final contractor selection and scheduling. Property Management continues to focus on vacancies. There is a total of 2 vacancies throughout the properties and we are currently 98.7% occupied. Of course, delinquencies had an increase in overall aging for all developments. Statements of account for those residents with debit balances were mailed recently. The entire 90-day balance for all developments totaling \$5,621 has either been referred to legal or resident is on a payment plan. This process is closely monitored. DS made comment concerning the MA tragedy with a housing complex and requested Mr. Rockwood engage the Ridgefield FD to monitor our developments to ensure everything being done to keep our residents safe.

Resident Services: Entitlement Updates – CT Renter's Rebate Program; Medicare Savings & SNAP Recertifications; Energy Assistance (CEAP). Resident Services Updated; Case Management, Transportation Support, Wellness Checks, Home Care Program for the Elderly (CHCPE). Programming and Events; July "Hot Dog Days of Summer" BBQ; Ballard Green Garden Tea Tour; Armchair Travel to Greece; "Know Your Numbers" Screenings. Community Partnerships; Ridgefield Rotary Club (New Partner); Silver Source (Pending Partner); Friendly Connections Program (Pending Partner) Ridgefield Fire Department. Specialized Services & Volunteer Programs – Department of Mental Health and Addiction Services (DMHAS); ROAR Therapy Dog Program; RVNA Health. Dining Program Updates – Prospect

Ridge Congregate; New Dining Ware; Beverage Station; Resident Inspired Menu Additions; September Launch – Lunch and Learn Series. Upcoming Initiatives – August/Fall Preview; Intergenerational Programming; Social Outing; Birthday & Coffee & Conversation Socials; Knights of Columbus.

Finance: Financial statements for April and May received and Paul put into his format and asked Robert to utilize PHAWeb – however there is a problem with that and changes will take time. The goal of Financial Reporting enhancements is to provide Commissioners comments with flux of 5K and/or 5% of actual vs. budgeted income and expense categories.. Robert should explain. Renee involved and believe changes should be made within a couple of months. Received draft audit report from Jason. Called senior person on account and she clarified some answers. Needs to match – REM and Jason. Involved an estimated refund of \$62K/Jason - \$7K REM. What is the true amount? Jason back from vacation and has a meeting with Renee on Friday. Jason indicates budgets to actual need to make sure it's transparent. CAP improvements significantly under budget. Overall reserves look good – mildly going up. Cash in good position - #'s ok in operations.

Tenant Commissioner: Ms. Macpherson out of town.

OLD BUSINESS

CNA Update

Tower facing – Congregate - It is currently under re-assessment and still in the planning phase.

Prospect Gazebo – Progress has been slower than anticipated due to a combination of volunteer availability, summer vacations and weather both rain and extreme heat.

Unit Refurbishments/Renovations – Pleased to report that both Ballard Green and Congregate are currently at 100%. As a result, there are no vacant units available for renovations. Due to this, we have shifted our focus to upgrading kitchen appliances in occupied units in both facilities. This is being done based upon residents' seniority and old stoves are removed first with any needed electrical upgrades and then refrigerators are replaced, working with residents concerning the timing to ensure no food is lost and change made as quickly as possible.

Solarizing - The roof inspection has been completed, and the existing roof has an estimated remaining lifespan of 15 years. Anticipated extended roof life by

an additional 5 years. Eversource utility application has been reviewed, signed, and submitted. Eversource has requested photos of all utility meters at the site to complete their review. Pure point anticipates a kickoff meeting with board and residents in September. What might be the impact of the “Big Bill”? Project manager from Purepoint, Tyler Hawkins, assured us that they plan to utilize Safe Harbor provisions to preserve incentives. Their goal is to begin construction by the end of 2025 and best case, full project completion by December 31, 2025. The Board has asked that we escalate this to ensure completion earlier.

PHA Web – Rolled out new update. Robert moving forward with Paul’s request to enhance reporting by consolidating financial statements and explaining variances as mentioned previously. Pushing hard to get new reports done.

Alternate HS – Status to date. . One of the initially interested parties – the nursery school – has informed us that they are no longer pursuing this space. The second party remains interested and has requested a site visit with their contractor. We are working to schedule a convenient date. And, a third organization, Practical Skills Clinic, recently expressed interest. We are in early stages of communication with them. Separately, a new idea was raised by the residents. Converting the space into a workshop area for Doug. This could also be a staging area for our unit refurbishment appliances and materials and perhaps storage for our residents. Evaluations continue.

Public Session

John Burke – Expressed ideas about how noise issues could be handled which included headset to block noise. Also suggested that our water bill might be impacted by our heating situation.

Krisann Benson – Thank you to REM, Wade and Alex, for fixing AC so quickly during heat

wave. She is also a firm supporter in making Alternative HS replacement a place for Doug.

Margo Seemann – Supports Doug for upcoming space. Margo also advised that there are homeless using the pavilion and smoking stations during the night. REM will look into this.

Nancy Higgins – Doug deserves a space for a workshop and storage area. Agrees that noise can be an issue.

Pauline Cooney – All’s good – she’s happy.

Motion to Adjourn at 8:30pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting, August 13th at 8:00AM
To be confirmed, via Zoom

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