

## **Ridgefield Housing Authority**

Ridgefield, CT

RHA Unapproved Meeting Minutes for November 12, 2025

### **In person at Ballard Green Community Room Only**

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**Commissioners Present:** Vinny Liscio (VL), Paul Janerico (PJ), Derick Schirm (DS), Ed Baird (EB) arrived at 7:20PM, Maree Macpherson (MM)

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

**Residents:** Nancy Higgins, Barbara Beaulieu

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**A motion to approve RHA Regular Meeting Minutes** from October 15, 2025, as written, was made by Derick Schirm and seconded by Paul Janerico, all Board present approved (Mr. Baird NA).

**A motion to approve RHA Special Meeting of October 16, 2025**, as written, by Derick Schirm and seconded by Paul Janerico, all present approved (Mr. Baird NA)

**A motion to approve the Management Report** was made by Maree Macpherson and seconded by Derick Schirm, all Board present approved (Mr. Baird NA).

**A motion to approve Financial Report** was made by Derick Schirm and seconded by Maree Macpherson, all Board present approved (Mr. Baird NA).

**A motion to approve the purchase of a new freezer for Prospect Ridge, in the amount of \$11,302.07 while reaching out for possible grants to defray costs**, was made by Vincent Liscio and seconded by Paul Janerico, all present Board Members approved.

**A motion to approve New England Landscaping, our present vendor for snow removal, to again plow for both properties (Ballard Green – Prospect Ridge)**, was made by Vincent Liscio and seconded by Paul Janerico, all present Board Members approved.

**A motion to approve the Heating Unit/Boiler Replacement Project to FPH Mechanical for the installation of Navien Combi Boiler Systems at Ballard Green and Meadows at a cost of \$7,980.84-\$8,121.55 per unit, inclusive of standard manufacturer warranties, for 10 units**, was made by Vincent Liscio and seconded by Derick Schirm, all present Board Members approved.

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

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Mr. Liscio called the meeting to order at 6:31pm and read our Mission Statement aloud. He then asked for approval of recent meeting minutes, which were both approved.

**Resident Manager Report:** With the recent government shutdown and Ms. Stromwall's brief medical leave, regular contact with Housing Management, Social Services, and Elderly Protective Services continued especially for residents identified as in high-need or at risk. Since returning, she has rescued oversight of resident programming and services, with a focus on restoring activity participation, enhancing communication with residents, and ensuring all ongoing wellness initiatives are fully operational. Health and Wellness – remains a primary focus across both Ballard Green and Prospect Ridge with ongoing efforts to include assisting residents in accessing local health and supportive services, coordinating preventive health education, and providing wellness check-ins for those with mobility or medical challenges; Food Services Updates – Herbs & Spices will begin as a new vendor at Prospect Ridge; Food Security & Community Support – due to delay in receiving SNAP, local partners and community organizations were contacted to arrange emergency food and donations. Fortunately, steady donations of food and pantry items were received and distributed to residents and families across RHA developments. These donations have helped ensure that no household goes without essential food resources during this time. Mobile Food Truck is a valuable service for all residents, offering fresh produce and shelf stable goods. Kickoff is returning to Wednesday, November 26, with their annual Thanksgiving Food delivery box for the residents of Ballard Green and Prospect Ridge. Several Holiday and Community Events are planned – Friends-giving with National Charity League, Young Leaders from SOAR – Across the Ages Program, Monthly Birthday Celebrations. And, the Annual Holiday Dinner is planned for Friday, December 12<sup>th</sup>. Board member working on Holiday Party with Ms. Stromwall.

**Financial Report:** REM's CFO's report is in exceptionally good order, providing reports that support spread sheets. Anything we need to be aware of – nothing significant – benefiting from high occupancy rates. Decent shape overall. Capital expenditures significantly lower right now – building up

reserves that will move reserves to around \$250K. Insurance higher this budgeting for September 100% reported, corrected in October as expense but should have been budgeted. November should be on target.

**Tenant Commissioner Report** – Not available

### **Old Business**

**CNA Update** – Tower Facing – Congregate – an RFP was issued seeking qualified construction contractors to perform exterior building maintenance, repairs and EIFS replacement. The scope of the project includes power washing all exterior services, removing and replacing damaged EIFS sections on the Congregate Tower using Sto Strike Defense products. Repair EIFS damage caused by weather or birds across the entire building and ensure all work complies with safety standards and a one-year warranty on workmanship and materials.

**Gazebo Replacement at Congregate** -while multiple attempts have been made to replace the gazebo roof. It didn't work out up to this point trying to use volunteer organizations, so RHA will move forward obtaining bids to account for both labor and materials, with the goal of engaging a contractor to complete work in early Spring 2026.

**Unit Refurbishments/Renovations** – Occupancy remains high and as a result, focus continues to be on upgrading kitchen appliances in occupied units, prioritizing replacements based upon residents' seniority.

**Solarizing** – A Solar Program Kick-Off Meeting at Ballard was held to update the residents on the installation process and progress. Everything is moving along well and on schedule.

**Alternative High School** – While it is believed that the High School will not be moving for this year, Mr. Liscio requested that Mr. Rockwood contact Sphere to let them know we believe they would be a great candidate when the Alternative High School leaves.

**RHA Website** – A meeting was scheduled for Thursday, November 20<sup>th</sup> to complete the website review and discuss any proposed updates before final implementation.

## **New Business**

**Congregate Freezer** – Freezer overdue for replacement. After much discussion, it was decided we would go with the True T-40-HC, as it provides the durability, warranty, and reliability necessary to support our meal program over the long term,

**Snow Removal Bids** – We have accepted the bid from our current contractor. The decision was based upon timely and professional snow and ice management throughout the season and maintaining safe and accessible conditions for all residents.

**Heating Unit Bids** – RHA solicited bids for the replacement of existing wall-mounted gas boilers at both Ballard Green and The Meadows developments. The project scope includes the supply and installation of new high efficiency combinations of heating and domestic hot water units.

All three contractors proposed the same high-efficiency Navies combi system with identical warranty terms. The significant pricing difference among bids is due primarily to labor, installation planning, and vendor overhead. The winning vendor is FPH Mechanical.

## **Public Session**

Barbara Beaulieu – Thank you for you for your hard work. When will the computer return to the Community Room. “Very soon” (Wade Rockwood).

Nancy Higgins – Alternative HS – concerned about new tenant bringing in speeders, trucks and foot traffic. Maybe they could put the entrance on the other side of the building. Do appreciate all being done for the residents.

Meeting adjourned at 8:45PM.

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, December 3, 2025 at 8:00AM on Zoom with  
Limited Partnership – RHA Meeting following at conclusion**

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

