

Ridgefield Housing Authority

Ridgefield, CT

REVISION #1 - RHA Unapproved Meeting Minutes of June 18, 2025

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

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

**Commissioner Absent:** Maree Macpherson (MM)

**REM Staff:** Wade Rockwood (WR), Monica Stromwall (MS)

**Residents:** Susan Proctor, Nancy Higgins, Krisann Benson

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**A motion to approve RHA Regular Meeting Minutes** from May 7, 2025, as presented, was made by Mr. Janerico and seconded by Mr. Baird, all Board present approved.

**A motion to approve the Management Report** was made by Mr. Schirm and seconded by Mr. Janerico, 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 approve** the rent increase for Meadows and General Apartments, if the difference between the current rent and the CHFA maximum allowable rent is \$200 or more, the rent increase will be \$100 but no more than 5.8%, was made by Mr. Janerico and seconded by Mr. Schirm, all Board present approved.

**A motion to approve** the rent increase for Meadows and General Apartments, if the difference between the current rent and the CHFA is less than \$200, then the rent increase will be \$50 but no more than 5.8%, was made by Mr. Janerico and seconded by Mr. Schirm, all Board present approved.

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

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Mr. Liscio began the meeting at 6:32pm by reading the Mission Statement and then stating that Mr. Derick Schirm had met with the Selectpersons and then went to the Town Clerk and took the oath to become our newest Board member. Mr. Liscio then requested the approval of Minutes from our previous meeting of May 7, 2025, which approval was received.

**Management Report** – Mr. Rockwood began his report by updating the Board on the following: Annual Recertifications for Ballard Green and Congregate have been completed. They are refocusing their efforts on daily operations and property upkeep. Unit inspections will commence the first week in July at Congregate. Also working on routine work and special projects to include the power washing of the back stairwell of A-wing, repairing potholes, resolving bicycle storage at The Meadows. Reminder notices to all residents that personal items may not be stored outside their units nor any interior or exterior common area. Trip hazard was recently identified at the Ballard Green Pavilion so a fence will be installed around the Pavilion. It will eliminate the safety hazard, it will prevent people from trampling over the shrubs, and it will deter individuals from the public park from using the pavilion which is intended for residents only. Property Management continues to focus on vacancies, and we have a total of 2 vacancies which will be filled by the end of July. One vacancy is anticipated for July. We are currently 98.7% occupied. A continued effort to assist residents with delinquencies is monitored and every effort to help them through the process of repayment is continually made. A slight increase in the overall aging for all developments was seen. Statements of account for those residents with debit balances will be mailed next week. The entire over 90-day balance for all developments totaling \$5,933 has either been referred to legal or resident is on a payment plan. Rent Increases: A \$50 rent increase per unit per month for residents with rents less than \$200 below the allowable mandated rent limits not to exceed allowable limits and not to exceed a 5.8% increase, and a \$100 rent increase per unit per month for residents with rents \$200 or more below the allowable mandated limits not to exceed 5.8%.

**Resident Services** – June was a vibrant and engaging month for residents at both Prospect Ridge and Ballard Green with a strong focus on health, wellness, creativity and community connection. Some highlights include: RVNA Dietitian Programs, “Know your Numbers” Health Screenings, Food Programming through Food Rescue. A new Congregate Dining Program is being initiated. There is Therapeutic & Social Enrichment – Bloom and Belong at Ballard Green and Petals and Positivity at Prospect Ridge, ROAR Therapy Dog Visits, Armchair Travel Series, Community Events & Celebrations including Community Food Truck Day, Monthly Birthday Celebrations and Monthly Coffee and Conversation Gatherings. To assist residents to take advantage of existing assistance, we help with CT Renters’ Rebate Program,

Benefit Assistance with SNAP, Medicaid, Medicare Saving Program and energy assistance paperwork, and working closely with Ridgefield Social Services. There is Health & Safety Monitoring, Transportation & Medical Support Coordination, and Reasonable Accommodations which are requests of a type that are not covered in one of our programs, Transportation & Care Coordination, Community Partnerships & Collaboration, such as RVNA Health, ROAR Therapy Dog Program, Meals on Wheels, VNA, Ridgefield Garden Club, KofC, Ridgefield Social Services, SOAR, Nuvance, NCL, WCAAA, AND Local homecare and transportation providers. And last but not least, Upcoming Events for July – Fourth of July “Hot Dog Days of Summer” Lunch, Summer in Bloom Garden Tour at Ballard Green, Knights of Columbus Summer BBQ, Summer Wellness Series Launch and Armchair Travel to Greece in late July.

**Financial Report** – Financial and PHA Report – Received March financials with minor problems – comfortable. Then to April – meeting with Robert re PHA – frustrated with process. Robert agrees on all points – 5-7 items that PHA Web’s new package coming with training. Categorizing of accounts in PHAs wheelhouse. Don’t know if PHA Web can do but giving 2 months to try to meet our requirements. April statements look OK – overall budget OK but can’t see line items. Robert should be reviewing before Paul sees. Hopeful for resolution – reaction positive – PHA Web too. Should NOT be in excel. Backup plan – may be forced to involve Renee. Jason on audit – went well – rollover prior year issue, corrective action should be provable and auditable. Make sure Jason has enough to report on it. Reporting statements and audit.

**Tenant Commissioner** – Out of town – no report at this meeting.

## **Old Business**

**CNA Actions** Gazebo Roof Replacement Congregate – will be done by Habitat for Humanity – we supply materials, dumpster and they will supply the brawn. No time identified as yet.

**Tower Facing – Congregate** – is currently under re-assessment and still in planning phase.

**Unit Refurbishments** – Still early in the year but we have substantial budgeted funds remaining in both developments. Congregate had three full renovations completed while Ballard Green has seen some through appliance replacements – also three units. PJ approved giving residents appliance

upgrades at this point due to lack of turnovers, which can be reassessed if turnovers increase. Do a study on heat/hot water options and what direction makes sense.

**Solarizing** – Roof Inspection completed and waiting on results, Utility Application Plans. Need review and signoff.

**Rent Increases – General & Meadows** – A recommendation regarding rent increases was made to the Board by Mr. Rockwood and the Board discussed and determined what they feel with the right and reasonable approach and voted on same.

**PHA Web** – Previously discussed.

**Alternative High School** - Two organizations now interested in the space, Sphere and a small Pre-School. Meals on Wheels has also expressed an interest. Perhaps in our July Board Meeting, each organization may wish to present.

## **New Business**

**Commissioner Status** – Mr. Liscio announced earlier that Mr. Derick Schirm has joined the Board.

**Audit** – Mr. Janerico addressed this earlier in the meeting.

**MOW/Insurance** – Wade will address the insurance with MOW. MOW will send a suggested addendum to help clarify insurance needs for their Insurance carrier.

## **Public Session**

Susan Proctor: Rent Increases are different for BG/Congregate and General/Meadows? yes. Appreciated the help she received when she started working with aides. New territory and navigation very intense. Hopeful cold floors are addressed. Why can't we consider Doug having the Alt HS for his workshop?

Nancy Higgins: Support Doug getting the Alternative HS space. Any other tenant would bring more traffic to the area only causing problems.

Krisann Benson: I'd like to see Doug have space. We are "hiding" his materials all over the building. He deserves it. Garden Club went very well. Memorial Day a surprise when Rudy Marconi stopped by our BBQ with our Governor, Ned LaMonte and we were introduced.

Motion to Adjourn at 8:15am,

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, July 16, 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>**