Ridgefield Housing Authority
Unapproved Meeting Minutes
Wednesday, August 19, 2026, 3:30pm
In Person-Ballard Green Community Room, 25 Gilbert Street & via Zoom

Commissioners: Vinny Liscio, Derick Schirm, Ed Baird, Maree Macpherson, Indra Sen
REM Present: Angel Falero, Wesley Robinson, Wade Rockwood
REM Absent: Monica Stromwall
Board Guests: David Cordisco, Austin Macchiaroli, Ann O'Brien
Residents: Nancy Nuzzo, Nancy Higgins, Jeanne Konecny, John Burke

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A Motion to accept Meeting Minutes of July 15, 2026, was made by Derick Schirm and seconded by Maree Macpherson, all present Board Members approved.
A Motion to accept Management Report was made by Derick Schirm and seconded by Ed Baird, all present Board Members approved.
A Motion to accept the Financial Report was made by Maree Macpherson and seconded by Derick Schirm, all present Board Members approved.
A Motion to accept Tenant Commissioner Report was made by Derick Schirm and seconded by Indra Sen, all present Board Members approved.
A Motion to waive reading in full of By-Laws document as it has been emailed to all, in advance, and will be incorporated with the minutes of today's meeting, was made by Vinny Liscio and seconded by Derick Shirm, all present Board Members approved.
A Motion to read resolution for adoption of the updated By-Laws, was made by Vinny Liscio and seconded by Derick Schirm, all present Board Members approved.
A Motion to adopt the resolution and adjusted By Laws as agreed to this day of August 19, 2026, was made by Vinny Liscio and seconded by Derick Schirm and was individually approved by Derick Shirm, Ed Baird, Indra Sen, Maree Macpherson and Vinny Liscio.
A Motion to Adjourn Meeting was made by Derick Schirm and seconded by Indra Sen, all present Board Members approved.

Mr. Liscio called the meeting to order at 3:31pm and then read the RHA Mission Statement aloud, introduced Board guests, and following that, asked for a motion to approve the Meeting Minutes of July 15, 2026. He then moved on to the management report.

Management Report – Mr. Rockwood

Property Management continues to maintain strong occupancy levels across all developments. Current vacancies – 9; Upcoming vacancies – 1; Overall Occupancy Rate – 95.1%. 9 vacancies will be refurbished and 4 have scheduled move-in dates. Vacancy levels increased during July primarily due to move-outs across our congregate, general and meadows developments. The team has done an outstanding job preparing units for occupancy, conducting showings, and leasing available apartments. Their efforts have already resulted in several units being re-rented, helping to reduce vacancy levels and minimize lost revenue. Receivables are actively managed and collection procedures are being enforced. Total delinquency remained relatively the same over prior month from $22,170 June to $22,019 in July, representing a .7% decrease. The over 90-day balance decreased 58% to $1,962. Current legal and payment status: 1 resident has been sent to legal; 2 residents on court-stipulated payment agreements;1 resident is I final stages of eviction; 1 resident has been evicted. All accounts in the over 90-day category are either on a payment plan or in the legal process.

Financial Report – Mr. Sen

	Summary	**Explanation**
Financial Statements Update	Adjusted YTD surplus is +227K when factoring back	Reminder: 2026 will feature projected approved in 2025

	In debt service/cap ex	but not yet incurred until 2026
501c3 Update	No update currently Looking for assistance in Capital campaign – $10K Reserved	
High Yield Savings Account	Per Vinny's instructions, will Give an opportunity for FCB to Match	
Revenue or Expense Risks	Wade, Derick, Indra to meet With Superintendent and And Facilities Team on Friday.	RHA Board approved $25K in "repairs" as placeholder for 2026; projected amount in CAN Report is below that amount.
Compliance Risks	None currently. Spoke to Jason & Marilyn	
Solar Update	Wade will supply report.	

Mr. Liscio asked – when can we realistically ask for budget status for next year? September – horizon of cap management this year for building budget will have in October for December.

Tenant Commissioner Ms. Macpherson

Status on stoves and benches. Replacement stoves have been ordered, and some have been installed at this time. Benches have been identified and number to be ordered is being decided. Plans are to place some at each property.

Old Business

Capital Needs Assessment

Congregate Tower Facing – now in its final stages of completion, a walk around was conducted to identify any final items needing attention. Small paint touchups on rear of building were needed and the six white columns located on the tower will be painted Tugboat Gray to match the center accent color of the tower. Anticipated completion scheduled for August 28.

Heating Units – The boiler replacement units at the Meadows have been completed for the current budget year. Discussion ensued about the possibility of increasing the number of heating units to be purchased for the upcoming year for Ballard Green. The accelerated purchase will improve system reliability, energy efficiency and long-term operating performance while reducing the potential for future heating-related service interruptions.

Unit Refurbishments/Renovations

Steady progress continues with unit refurbishments and appliance replacements at both Congregate and Ballard Green developments. The Identified issues with the original stoves have necessitated ordering another model, however, there have been some supply-related delays. Working with these delays, management continues to coordinate deliveries and installation schedules to effectively meet on-going demands.

Solarizing

The project at Ballard Green and Ballard Green General Apartments continues to progress. Currently, the primary factor affecting the project schedule is the utility interconnection process with Eversource. Upcoming activities include scheduling Eversource's line department to install the necessary wiring between the solar equipment and transformers, raking and reseeding areas disturbed during construction, installation of the meters for all three systems, completion of the wire pulls, municipal project closeout, and final processing of approval with Eversource.

Alternate High School
Property Management has continued its review of the Capital Needs Assessment (CNA) /Physical Needs Assessment (PNA) for the Alternate High School. Commissioners Schirm and Sen conducted a review of the CNA/PNA their findings and recommendations, including the building's identified physical and capital needs. A decision was made to reach out to the superintendent of schools to discuss assessment, condition of building and any items requiring attention.

RHA Website
A meeting will be scheduled in the upcoming weeks to discuss the website.

Maintenance Facility
No update currently.

Solar Discussion Prospect Ridge
Concern was raised regarding the suggestion to install the carports for solar panels. Several issues were brought to light causing concern. Snow on the panels melting to take up to four days, snow removal a challenge, carports blocking views to mention a few. Mr. Escola will investigate options that could provide potential opportunities to alleviate these issues to enable the pursuit of this project for Congregate.

Operations Manual – Resolution of By-Laws
Mr. Liscio brought the suggested updates to the By-Laws and discussion ensued. Following, the motions were brought forward for approval. Attached please find fully executed, updated By-Laws, dated August 19, 2026.

Mr. Liscio also addressed the three potential Board candidates attending this meeting. He pointed out that while we presently have one open position as a Board Member for RHA, Limited Partnership, RHA can add additional support to their Board which will offer opportunities for the two Boards to interact for the overall benefit of the Residents and the two entities and may also add to fundraising efforts. He will have additional conversations with them to ascertain their interest.

To-Do List:
Mr. Liscio explained that this list of To-Do's was to be generated by the Recording Secretary Pat Harney from the meeting minutes to assist the Commissioners and REM Staff of items covered during the meeting.

Public Comments
Nancy Nuzzo – Plumber situation remedied; new boiler great!
Nancy Higgins – A very grateful thank you.
Jeanne Konecny – 2 suggestions: Additional handicapped parking near "C" building, Mr. Rockwood will check rules concerning addition and inform Ms. Konecny. She also requested consideration of a volunteer, fully licensed arborist to inspect trees for disease/worth prior to any cutting. Mr. Rockwood advised we presently have that.
John Burke – sent email for Wade and interested in charging station for autos.

Meeting adjourned at 5:35 pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting, September 9 , 2026, at 3:30PM In person at Ballard Green Community Room And via Zoom

Resolution and By-Laws with proposed adjustments:

RIDGEFIELD HOUSING AUTHORITY

TOWN OF RIDGEFIELD, CONNECTICUT

Resolution Approving Revisions to the By-Laws of the Ridgefield Housing Authority

WHEREAS,

The Ridgefield Housing Authority ("Authority") is charged with carrying out its duties in accordance with the Connecticut General Statutes, applicable federal and state laws, and its duly adopted By-Laws; and

WHEREAS,

The Board of Commissioners recognizes that the By-Laws serve as the Authority's principal governing document and should accurately reflect the Board's current governance practices while providing clear guidance to future Commissioners; and

WHEREAS,

The Board has undertaken a comprehensive review of its existing By-Laws, originally approved on February 9, 2011, together with historical governing documents, applicable statutory authority, guidance issued by the Town of Ridgefield, and current operational practices; and

WHEREAS,

During this review, the Board determined that certain provisions would benefit from clarification, modernization, and improved organization while preserving the intent and legal authority of the existing By-Laws; and

WHEREAS,

The Board further determined that establishing a clear historical record of amendments is in the best interests of the Authority and will assist future Commissioners in understanding the evolution, intent, and approval of the Authority's governing documents; and

WHEREAS,

The proposed amendments have been reviewed by the Board of Commissioners l

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NOW, THEREFORE, BE IT RESOLVED:

That the Board of Commissioners of the Ridgefield Housing Authority hereby adopts the amended By-Laws attached to and incorporated into this Resolution as **Exhibit A**, to become the official By-Laws of the Ridgefield Housing Authority effective AUGUST 19, **20**26.

BE IT FURTHER RESOLVED:

That upon the effective date of these amended By-Laws, they shall supersede all prior versions of the Authority's By-Laws, except that previous versions shall be retained as permanent historical records of the Authority.

BE IT FURTHER RESOLVED:

That the following documents shall be maintained together as part of the permanent records of the Ridgefield Housing Authority:

1. The previously adopted By-Laws.
2. This Resolution.
3. The meeting minutes documenting Board discussion and action.
4. The final adopted By-Laws attached as Exhibit A.

BE IT FURTHER RESOLVED:

That the Secretary of the Authority is authorized and directed to maintain the amended By-Laws and all related records as part of the permanent official records of the Ridgefield Housing Authority and to ensure that future revisions are documented in a manner that preserves the Authority's institutional history.

CERTIFICATION OF ADOPTION

The foregoing Resolution was presented to the Board of Commissioners of the Ridgefield Housing Authority at a duly noticed meeting held on AUGUST 19, 20 26

After discussion, the Resolution was adopted by the following vote:

Commissioners Voting in Favor:

Name: VINCENT LISCIO Signature:

Name: Derick Schirm Signature:

Name: Ed Baird Signature:

Name: Indra Sen Signature:

Name: MMacpherson Signature: MAREE MACPHERSON

Commissioners Voting Against:

Name: Signature:

Name: Signature:

Name: Signature:

Abstentions:

Name: Signature:

Name: Signature:

CERTIFICATION

I hereby certify that the foregoing Resolution was duly adopted by the Board of Commissioners of the Ridgefield Housing Authority on the date stated above.

Chairperson:

Printed Name: VINCENT LISCIO

Date:

Exhibit A

Amended By-Laws of the Ridgefield Housing Authority

(The final clean version of the amended By-Laws shall be attached here following approval by the Board of Commissioners and shall become part of this Resolution as though fully set forth herein.)

BY LAWS

of the

RIDGEFIELD HOUSING AUTHORITY

TOWN OF RIDGEFIELD, CONNECTICUT

ARTICLE I – THE AUTHORITY

Section 1. Name of Authority

The name of the Authority shall be the "Housing Authority of the Town of Ridgefield, Connecticut.

Section 2. Seal of Authority

The seal of the Authority shall be in the form of a circle and shall bear the name of the Authority and the year of its organization and the word "Connecticut".

Section 3. Office of Authority

The office of the Authority shall be located within the Town of Ridgefield,

Connecticut, and shall be designated by, and may from time to time be changed by vote of a quorum, at any regular or special meeting of the Authority.

Section 4. Composition of Authority

The Authority shall consist of five (5) Commissioners, one of whom shall be a Tenant Commissioner. The Powers of the Authority shall be vested in the Commissioners in office from time to time.

ARTICLE II – COMMISSIONERS

Section 1. Appointment

The Commissioners shall be appointed by the Board of Selectpersons of the Town of Ridgefield, Connecticut.

Section 2. Term

The terms of each Commissioner shall be five (5) years, serving staggered terms, with the term of one Commissioner expiring each year.

Section 3. Duties

The Commissioners shall perform such duties as are incumbent upon them by reason of their selection to any office, and shall perform such other duties and functions as may from time to time be required by the Authority or by the Bylaws, or which may arise by reason of their appointment to serve on Committees or groups outside the Authority.

Section 4. Compensation

The Commissioners shall serve without compensation other than the payment of necessary expenses incurred in the performance of their duties if such expenses are approved by the Authority.

ARTICLE III – OFFICERS AND EMPLOYEES OF THE AUTHORITY

Section 1. Officers of the Authority shall be a Chairman, a Vice Chairman, a Secretary, and a Treasurer - all of whom shall be Commissioners

Section 2. Election of Officers

(a) Commissioners - the Chairman, Vice Chairman, Secretary and Treasurer, shall be elected at the Annual Meeting of the Authority from the existing group of Commissioners. The Chairman shall be elected and serve for a three-year term in accordance with Conn. Gen. Stat.§8-41(a). The Vice Chairman, Secretary and Treasurer, shall hold office for one year, or until his or her successor is elected and qualified. No Commissioner shall be elected to the same office for more than three consecutive terms. If the Chairman vacates the Chair position for any reason the Authority shall appoint a new chair to serve out the three year term.

Section 3. Vacancies

Commissioners – In the event of a vacancy occurring in the Commission membership prior to the normal expiration date of a term, the Board of

Selectpersons of the Town of Ridgefield, Connecticut shall appoint a replacement who shall serve for the remaining portion of the vacated term.

Section 4. Duties of Officers

(a) Chairman – The Chairman shall preside at all meetings of the Authority and prepare or oversee the preparation of the agenda.The Chairman shall confer with the Vice Chairman and other members as appropriate and call special meetings as needed. Except as otherwise authorized by resolution of the Authority, as outlined in any contract approved by the Authority. the Chairman, Executive Director of a Management Company retained by RHA if outlined in the agreement with a Management Company, or any other person associated with the Management Company as provided for in an Agreement between said Management Company and RHA, shall sign all contracts, deeds, and other instruments made by the Authority. At each meeting, the Chairman shall submit such recommendations and information as he or she may consider proper concerning the business affairs and policies of the Authority. The Chairman and/or the Executive Director at the request or approval of the Chairman or Secretary shall authorize all press statements and act as the official representative of the Authority in disseminating approved decisions. The Chairman and/or the Executive Director shall ensure that all decisions, policies and resolutions of the Authority are followed and put into effect.

(b) Vice Chairman – The Vice Chairman shall perform the duties of the Chairman in the absence or incapacity of the Chairman, and in case of a vacancy in the office of the Chairman.

(c) Secretary – The Secretary shall oversee the recording, filing and management of all records of the minutes or items that require filing of all the meetings of the Authority and shall perform all other duties normally incident to the office of the Secretary Commissioner. At any regular or special meeting, in the absence of the Secretary, a Secretary pro tem shall be appointed by the Chairman from among the other Commissioners present.

(d) Treasurer – The Treasurer shall be the primary commissioner to oversee the financial governance of RHA. The Management Company of record pursuant to an agreement approved by the Authority shall be responsible to sign all orders and checks for the payment of money and shall pay out and disburse such money after appropriate review and under the direction of the Authority, as per the current Agreement, except as otherwise authorized by resolution of the Authority. If needed, the Authority shall, by resolution, designate one or more Commissioners to countersign such orders and checks, and from time to time qualify, change, or cancel any such designation.

(e) Attendance at Meetings - Regular attendance at meetings is a critical duty for Commission officers and members. As per Section 5-17 of the Ridgefield Town Charter: *Any member of an appointive board who does not attend at least 2/3 of the regular meetings scheduled during the calendar year, shall be considered removed from such board and his or her place shall be considered vacant. It shall be the duty of the Chair of that board to give prompt written notice of such a vacancy to the Board of Selectpersons.*

Commissioners may participate in any meeting by means of a conference telephone or similar communications equipment by means of which all persons participating in the meeting can hear each other and participation in a meeting in such manner shall constitute presence in person at such meeting.

Section 5. Qualifications

The appointing authority is responsible to insure that each commissioner meets the following requirements in accordance with the provisions of Sections 8-41 and 8-42, CGS as amended:

(a) Is a resident of the municipality.

(b) Holds no other public office in the municipality.

(c) Has no interest, direct or indirect, in any housing project or in any property included or planned to be included in any project, or any interest, direct or indirect, in any contract or proposed contract for materials or services to be furnished or used in connection with any housing project of the Authority.

ARTICLE IV – MEETINGS

Section 1. Regular Meetings

Regular meetings shall be held on the second Wednesday of each month or on any other day, date and time stipulated in the yearly calendar of Meetings Schedule as submitted to the Town Clerk of Ridgefield for the year. Meetings shall be held at the office of the Authority and at such other times and places as may be designated for the transaction of the business of the Authority. Notice of such meetings is required.

Section 2. Special Meetings

The Chairman may call for a Special Meeting, when he or she deems it expedient, or upon the request of two Commissioners, call a special meeting of the Authority for the purpose of transacting any business designated in the call. The call for a special meeting may either be delivered in hand to any Commissioner, or be mailed or emailed to the Commissioner's home or business or email address at least three days prior to the date set forth in the call for such meeting. Only the business designated in the call shall be considered.

Section 3. Annual Meetings

Annual meetings shall be held with notice on the second or third Wednesday in January for the purposes of electing officers, receiving the annual report of the chief operating manager of the Authority, and for the conduct of such other business as may come before the meeting.

Such meetings shall be held at the office of the Authority or other designated place at such time as the Authority may set ~~by resolution.~~

Section 4. Quorum

Three Commissioners shall constitute a quorum for the purpose of conducting the business of the Authority and exercising its powers, and for all other purposes.

Section 5. Order of Business

The following shall be the order of business. at Regular Meetings, which may be adjusted from time to time by the Chairman as per the posted Agenda:

(1) Call to Order
(2) Reading of the Mission Statement
(3) Approval of Minutes from previous meetings
(4) Management Report
(5) Treasurer Report
(6) Tenant Commissioner Report
(7) Secretary Report
(8) Report of Committees
(9) Old Business
(10) New Business
(11) Public Comment (only if and when the Chairman approves)
(12) Executive Session (if necessary and with subject name stated)
(13) Adjournment

(b) Special Meetings. The order of business at special meetings may follow that set forth in (a) above, or may be restricted to action upon the business for which the special meeting is called, as the Chairman shall determine.

Section 6. Manner of Voting

All questions coming before any meeting of the Commissioners shall be presented in the form of motions or resolutions. Questions of substance shall be determined by resolutions, the vote on such resolutions to be by roll call. All resolutions shall be submitted in written form and shall be entered in full in the Minute Book, with the vote of each Commissioner indicated therein. All resolutions shall be chronologically numbered or identified by date upon entry.

Section 7. Telephonic or Virtual Meetings

Meetings may be held by telephone conference or virtually when posted as such or requested by a Commissioner provided public notice of the meeting is given, the public is afforded the opportunity to access such meeting, and that all requirements set forth in the Freedom of Information Act are satisfied.

ARTICLE V -AMENDMENTS

Section 1. Amendments to Bylaws

The Bylaws of the Authority shall be amended only by resolution adopted by the affirmative vote of at least three Commissioners of the Authority at a regular or special meeting, held after three business days' notice in writing of the substance of the proposed amendment shall have been sent to each Commissioner.

Section 2. These Bylaws shall be effective immediately after their adoption by the Housing Authority.

Approved on: August 19, 2026