

+Ridgefield Housing Authority
25 Gilbert St.
Ridgefield, CT 06877

Approved Meeting Minutes for the RHA Board

Wednesday, May 20, 2026, at 6:30pm

Meeting held
in person
Ballard Green Community Room

Commissioners Present: Vincent Liscio, Derick Schirm, Indra Sen (left at 7:14),
Ed Baird, Maree Macpherson
REM: Wade Rockwood, Jayden Brock
Board Guest: April Rademacher
Residents: Nancy Higgins, Krisann Benson, Coco Barone

A Motion to approve RHA Meeting of April 15, 2026, and RHA Meeting of April 22, 2026, was made by Mr. Schirm and seconded by Ms. Macpherson, all present Board Members approved.

A Motion to create committee for the Alternative High School and Sphere leases with Indra Sen and Derick Schirm as the two committee members was made by Mr. Liscio and seconded by Mr. Baird. Discussion ensued.

A Motion to approve committee to investigate leases with Alternative High School and Sphere was approved by all present Board members.

A Motion to approve Financial update was made by Mr. Schirm and seconded by Ms. Macpherson, all present Board members approved.

A Motion to approve Management Report was made by Mr. Schirm and seconded by Ms. Macpherson, all present Board members approved.

A Motion to approve Tenant Commissioner Report was made by Mr. Schirm and seconded by Mr. Baird, all present Board members approved.

A Motion to accept an increase in budget for Meadow's heating units by \$6,982.50 was made by Mr. Liscio and seconded by Mr. Schirm, discussion ensued.

A Motion to approve the increase was made by Mr. Liscio and seconded by Mr. Schirm, all Board members present approved. (Mr. Sen left the meeting before this vote).

A Motion to move funds in the amount of \$232,405.04 for recent invoice from PowerPoint, from RHA to Affordable Housing of Ridgefield (RHA), Inc., was made by Mr. Liscio and seconded by Mr. Schirm, all present Board members approved.

A Motion that all funds provided to the 501(c) (3) for the solar project, including any related revenues or proceeds such as rebates, credits, solar income, or other project-related returns, are provided with the expectation that they will be returned in full to RHA to replenish operating reserves, was made by Mr. Liscio and seconded by Mr. Schirm, all present Board members approved.

A Motion to adjourn was made by Ms. Macpherson and seconded by Mr. Schirm, all Board members present approved.

Mr. Liscio began the meeting at 6:35pm by reading the Mission Statement. He then requested approval of the two recent RHA meetings and that was accomplished.

Since Mr. Sen had to leave the meeting early, he moved the Financial Report ahead of the Management Report for this evening.

Financial Report

Summary

Explanation	
Balance Sheet Update	Total assets increased, liabilities Decreased, and equity increased
More of mortgage paid off	By \$50K+
Income Statement Update	\$47K surplus this month with YTD
Capital exp. Approved in 2025 but	Figure at `53K; adjusted surplus is
being completed in 2026 will use a	\$76K this month and \$152K YTD
large portion of this year's surplus	
Cash Flow Update	In process of transferring more cash To High Yield Reserves, with Congregate project starting
Revenue or Expense Risks	Still need to verify Alternative High School lease for RPS' obligations
Compliance Risks	None identified at this time

Mr. Sen answered several questions posed by the Board and clarified/explained details on some of the items that appeared above. He also pointed out that our interest rate on monies held in reserves was low and he planned to shop for a more reasonable rate. Alternative HS had discussion concerning their leases as a new lease for Sphere is being developed.

Management Report

Property Management continues to maintain strong occupancy levels across all developments. Current Vacancies: 3 – Upcoming Vacancies: 3 – Overall Occupancy Rate: 98.2 percent

We continue to actively manage receivables and enforce collection procedures. Total delinquency increased from \$18,554 in March to 22,214 in April, representing a 1917% increase.

Current Legal and payment status:

3 residents on court-stipulated payment agreements.

3 residents served a Notice to Quit.

1 resident has been sent to the final stages of eviction.

1 resident was evicted. This resulted in a large write off of \$7,498 for uncollected rent.

PM has been primarily focused on completing the annual certification for Ballard Green and Congregate, including collecting all supporting documentation for the annual recerts and

Entering all required data into PHA Web. Mr. Rockwood thanked his team for their tremendous efforts as well as Wesley Robinson and Monica Stromwall who assisted and the

Residents as well who were so patient with the process. He also complimented Jayden, a new REM associate, on picking up the routine and systems so quickly and having such a pleasant demeanor with the residents.

Resident Services Report –

This report is so detailed and comprehensive that simply trying to pick highlights would be impossible. In the effort to give a complete picture of accomplishments without listing every detail, I offer the categories that were the headings containing accomplishments. Social and Recreational Programs, Mental Health & Wellness, Volunteer Coordination & Community Engagement, Entitlement & Benefit Assistance, Upcoming Programs & Events – June 2026 and Upcoming Holidays & Observances. Each category contained multiple points that were offered and had residents' participation. Lively discussion ensued about some points in the report, especially concerning the students from Ridgefield High School that have offered their time for the past four years to work with our residents and comments were made about how to recognize the efforts of these dedicated students.

Tenant Commissioner

Ms. Macpherson commented that the residents were extremely excited about the gardens at Ballard Green, especially concerning the mulching that truly was done beautifully and enhanced the property esthetic. She was also involved with the review of the kitchen appliances purchased for the unit upgrades and refurbishments. Refrigerators are a definite HIT; sadly, the stoves a true MISS. As a result of this analysis by Ms. Macpherson, different stoves have been requested, and she will manage a review on the substitute.

Mr. Liscio interrupted the agenda for a few moments to introduce April Rademaker, an individual considering the open opportunity on the Board.

Old Business

Capital Needs Assessment

Tower Facing – EIFS Repair & Exterior Construction Project for Congregate began on April 28, 2026. All work activities have been proceeding with no significant changes. Property Management received notice from the contractor that they would like to change the timing of the project's payment schedule. Since the total invoice did not deviate from the originally signed contract, only their payment timing request, and this had been approved by the Board previously, there was no objection to the timing request.

Gazebo Roof Replacement at Congregate – no new update currently.

Heating Units – Mr. Rockwood provided an update regarding boiler replacement. The current proposal for Prospect Court has increased by \$6,982.50 because the base bid scope now includes drain trough alteration and waterproofing work, an item previously identified separately within the CAN. He requested an increase in budget to cover the additional work. He also moved forward with a request to replace 5 boilers at Ballard Green with the same criteria, noting that it still will be below originally budgeted amount.

Unit Refurbishment/Renovations – Due to time and staffing demands with recerts over the past month, there wasn't ample time to meet with staff for up-to-date status. Will have details at next staff meeting. Ms. Macpherson was

involved with the review of the kitchen appliances purchased for the unit upgrades and refurbishments. Refrigerators are a definite HIT; sadly, the stoves a true MISS. As a result of this analysis by Ms. Macpherson, different stoves have been requested, and she will manage a review on the substitute.

Solarizing – There was a meeting for residents concerning this project on May 1, 2026. The teams of PowerPoint have begun installation of the equipment associated with the project. Property Management has received an invoice in the amount of \$232,405.04 for construction-related material procurement associated with the project.

Alternate High School – No new update currently.

RHA Web – No new update currently.

Maintenance Facility – No new update currently.

Meeting Changes – Work in progress; survey distributed to residents, awaiting results and will report to Board next meeting.

Town Clerk Advice – Once the survey has been calculated, and a determination has been realized, Mr. Rockwood will discuss with the Town Clerk.

PUBLIC SESSION

Nancy Higgins – Thanks to the Board for all they do. As far as the meeting time changes are concerned, I think the Board should choose the time that's convenient for them and not put it in the hands of the residents.

Krisann Benson – A huge thank you to Wade and Roz from the Garden Club for their wonderful support with directing traffic and parking during our recent events.

Coco Barone – Would suggest a totally separate Admin and Board for 51 Prospect Ridge. She did not get an agenda for this meeting. . . Pat gave her a copy.

Meeting adjourned at 8:05pm

Minutes Respectfully Submitted by Patricia Harney, Recording Secretary

**Next RHA Meeting June 17, 2026, at 6:30PM
Ballard Green Community Room and
Via Zoom**

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM office at Prospect Ridge, or with this link on Town site:

<https://www.ridgefieldct.org/housing-authority>