

Ridgefield Housing Authority
Gilbert Street
Ridgefield, CT

Approved RHA Meeting Minutes
Wednesday, August 19, 2026, 3:30pm

Meeting in Person at Ballard Green Community Room
And on 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

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 Schirm, 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 in 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

	<u>Summary</u>	<u>Explanation</u>
Financial Statements Update	Adjusted YTD surplus is +227K when factoring back In debt service/cap ex	Reminder: 2026 will feature projected approved in 2025 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 buildings 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