

Ridgefield Housing Authority
Gilbert Street
Ridgefield, CT

Approved RHA Meeting Minutes
Wednesday, July 15, 2026

Meeting in Person at Ballard Green Community Room
And on Zoom

Commissioners: Vinny Liscio, Derick Schirm, Ed Baird, Maree Macpherson, Indra Sen (Zoom)
REM Present: Angel Falco, Wesley Robinson
REM Absent: Wade Rockwood, Monica Stromwall
Resident: Krisann Benson

A Motion to accept Meeting Minutes of June 17, 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 Maree Macpherson, all present Board Members approved.

A Motion to accept the Financial Report was made by Derick Schirm and seconded by Ed Baird, all present Board Members approved.

A Motion to accept Tenant Commissioner Report was made by Derick Schirm and seconded by Ed Baird, all present Board Members approved.

A Motion to Adjourn the Meeting was made by Ed Baird and seconded by Derick Schirm, all present Board Members approved.

Mr. Liscio called the meeting to order at 6:31pm and then read the RHA Mission Statement aloud and following that asked for a motion to approve the Meeting Minutes of June 17, 2026. He then moved on to the management report.

Management Report

Mr. Rockwood was not present at the meeting, and his notes were read by the Recording Secretary, which follows: this provides an overview of property management activities and operational updates for the month. Property Management continues to maintain strong occupancy levels across all developments. Current Vacancies – 6; Upcoming Vacancies – 6; Overall Occupancy Rate: 95.1%. Vacancy levels increased during June due primarily to move-outs across our developments. Despite the increase in vacancies, the Property Management and Maintenance Teams have 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.

We continue to actively manage receivables and enforce collection procedures. Total delinquency increased slightly from \$17,306 in May to \$22,170 in June, representing a 28.1% increase. The over 90-day balance increased 30% to \$4,713. Current Legal and Payment Status: 4 residents on court-stipulated payment agreements; 1 resident in final stages of eviction; 1 resident has been evicted. All accounts in the over 90-day category are either on payment plans or in the legal process.

Resident Services Coordination Report

Resident Services continues to coordinate programs, wellness initiatives, and support services for residents at Ballard Green and Prospect Ridge Congregate. Monica will be on medical leave beginning on Monday, July 20, 2026, for several weeks. During her absence, volunteers will lead social, wellness, arts, and recreational activities at both communities throughout August. Community partners have been notified, and residents needing additional support have been prioritized for referrals to appropriate providers and care teams. The Town Social Services Director and Municipal Agent for the Elderly also have information to assist residents with referrals or community resources during this time. Please refer to the abbreviated August activity calendar for programs that will continue during her leave. Food programs will continue as usual. The Mobile Food Truck will visit both Ballard Green and Prospect Ridge on Tuesday, July 28, and Tuesday, August 25. All Ridgefield Housing Authority residents are welcome to use this service. We encourage residents to join the upcoming events with our community partners: Hands-Only CPR training presented by Nuvance-Northwell Health on Friday, July 17: Prospect Ridge from 1-2pm and Ballard Green from 2:30-3:30pm. ROAR Therapy Dog Visits: Prospect Ridge on Wednesday, July 29, from 3-4pm and Ballard Green on Thursday, July 30, from 2-3pm. These programs offer valuable opportunities for residents to enhance their health, wellness, and social engagement through our ongoing community partnerships.

Financial Report

Financials as follows: Financial statements – preliminary report for the month of June – adjusted surplus \$25k and for the first 6 months YTD IS \$200k. The adjusted surplus adds back CAPEX and adds back debt service. The second piece is regarding the 5013c draft appeal. Great feedback from Monica who helped articulate the spirit of the 5013c and what it hopes to accomplish.

Overall, the properties are performing well, with revenue exceeding expenses. Revenue is 3% (\$33,251) above budget, while expenses are 4% (\$40,969) above budget. As a result, the increase in expenses exceeds the additional revenue, resulting in an unfavorable budget variance of \$7,718. The financial performance by entity is summarized below:

Limited Partnership: Overall revenue is favorable to budget by \$18,000 (3%), while expenses are 2% (\$13,000) above budget.

General: Revenue is 1% below budget, while expense is 12% above budget, primarily due to Combination of higher-than-anticipated operating expenses.

Ballard Green: Revenue is 4% above budget, and expenses are 7% below budget. The favorable expense variance is largely attributable to capital expenditures that are expected to be incurred over the next several months.

Congregate: Revenue is 2% above budget, while expenses are 13% below target. The favorable Expense variance is primarily due to capital projects that have not yet been completed.

Meadows Consolidated: Overall revenue is 8% above budget, while expenses are in line with budget.

Meadows: Revenue is % above budget, and expenses remain on budget with no significant Variance.

With respect to the search for increased revenue for our high yield savings account, there is one that would increase our savings by \$25k per year over and above what Fairfield County Bank is offering.

After discussion, Mr. Liscio suggested that we go back to Fairfield County Bank once again to see if they will come close or match the other financial institution since they have provided excellent service to us over several years and an additional pass is warranted.

Tenant Commissioner Report

Maree brought the Board's attention to the fact that the new stoves being installed are what she believes are very dangerous. They not only don't reach correct temperatures for cooking in neither oven, nor on burners, but frequently food is burned. She also mentioned that a bench that was used on the grounds for socializing was tossed because it appeared to be rusting. She suggested that it be replaced and a few more placed around the grounds. Mr. Liscio suggested she speak with Wade, upon his return, and working with him, find solutions to both issues. How many "bad" stoves do we have in inventory, and can they be replaced with appropriate merchandise – cost? Purchase of benches should take place. Work with Wade to do.

OLD BUSINESS

Mr. Liscio will handle scripting a note for Wendy, Town Clerk, advising her that the regularly scheduled RHA meetings will now be held at 3:30pm, routinely.

Capital Needs Assessment

Congregate Tower Facing – The project continues to move forward, CT Stucco Construction anticipates completing the tower portion of the project next week, which includes power washing the rear elevation and completing the remaining exterior repairs on the back of the Congregate facility. Discussion ensued concerning the most suitable color to paint the exterior non-stone portion of the building and it needs further collaboration to find out the cost of doing so. Indra and Derick will meet next week to discuss Capital Needs Uncertainty.

Heating Units – The Meadows, building 7 and the project at Ballard Green have both been completed and successful. The monies for each have been submitted for payment.

Unit Refurbishments/Renovations – no activity this month.

Solarizing Ballard Green and Meadows – Mr. Liscio had some conversations with individuals concerning The plans are to not put solar panels on rooftops and put panels on new covering that would be built in parking areas. He received pushback concerning parking area installations, especially in snowy weather. Folks perceived that as problematic. Mr. Liscio will seek Dwayne Escola's advice concerning the issues presented to learn as much as he can before a final decision is made. The Ballard Green Solar project continues to progress meeting project milestones. Almost no inconvenience to residents as Pure Point continues to respect the residents and their comfort. The most recent payment application, in the amount of \$98,494.60, was submitted recently for processing.

Alternate High School – Property Management has completed the next phase of CNA and PNA process for RHA owned buildings located at 31 Halpin Lane (Marine Corp) and 25 Gilbert Street (Alternate HS).

Following the solicitation and review of proposals, a qualified consultant was selected to perform the assessments. The on-line inspections of both buildings were completed. To avoid delaying the process during my scheduled vacation, I distributed the report to Commissioners Sen and Schirm for their preliminary review. Upon Mr. Rockwood's return, he will evaluate the findings and recommendations and will present a summary of assessments as well as recommended next step for capital planning. NB: Leases and present tenants suggested contributions. Significant adjustments might need to be made.

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

Maintenance Facility – no update as Doug has been focusing primarily on unit turns as there has been an uptick in the number of vacancies in May and June.

Meeting Changes – Following last month's resident survey regarding the RHA Board Meeting schedule and format. Property Management has begun gathering additional information regarding the feasibility of implementing hybrid Board Meetings. While vacations and scheduling have prevented closing this, we should be able to do so very shortly. The plan is for the meetings to be held on Wednesdays starting at 3:30pm starting in August.

Capital Needs Uncertainty - Indra Sen and Derick Schirm will meet next week to discuss it.

Solar Discussion/Prospect Ridge – Covered earlier in meeting with Ballard Green site.

Operational Manual – By-Laws – Mr. Liscio has taken on a huge project before he retires from the Board in October. He is updating the Operational Manual which includes the By-laws for RHA. Mr. Liscio pulled the latest revision from 2011. He scripted the changes and updates he believed to be warranted and sent to the Town Clerk for review. The Town Clerk reviewed and forwarded to the Town Selectperson for his review. Mr. Marconi did so and forwarded it to our town attorney. There was thoughtful discussion on proposed updates to the By-Laws which will be followed up with the Town Attorney for input and guidance, and the updated By-Laws will be presented to the Board for final discussion and vote at the next meeting.

Public Comments

Krisann Benson – No comment.

Meeting adjourned at 8:30 pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting, August 19, 2026, at 3:30PM
In person at Ballard Green Community Room
And via Zoom

Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town site: <https://www.ridgefieldct.org/housing-authority>
Ridgefield Housing Authority Board meetings will be conducted under Roberts Rules of Order, as instructed by the Town Clerk's Office of Ridgefield, CT, and all participants are expected to conduct themselves with dignity and treat all those present with respect, empathy, and civility.