

Ridgefield Housing Authority
Gilbert Street
Ridgefield, CT

Unapproved RHA Meeting Minutes of
Wednesday, September 9, 2026, 3:30pm

Meeting in Person at Ballard Green Community Room
And on Zoom

Commissioner's Present: Vinny Liscio, Derick Schirm, Maree Macpherson, Indra Sen

Commissioner Absent: Ed Baird

REM Present: Angel Falero, Wesley Robinson, Wade Rockwood, Monica Stromwall

Board Guests: David Cordisco, Austin Macchiaroli, Ann O'Brien

Residents: Coco Barron, Nancy Higgins, Jonathan Cooper, Maureen Sanz, Pauline Cooney, Elizabeth Sessa, Nancy Nuzzo, Rosemarie Terbrusch, Ivelisse Tropper, John Burke

A Motion to accept Meeting Minutes of August 19, 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 Indra Sen, all present Board Members approved.

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

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 3:32 and read the Statement of Conduct and the RHA Mission Statement. He then asked for approval of the Minutes from 8/19/26, which was completed. He then called for the Management Report.

Management Report

This report 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 = 8; upcoming vacancies = 0; overall occupancy rate = 94.8%. Property Management has four leases in process with new residents with expectations that units will be occupied mid-to late October. Despite vacancies remaining slightly higher than normal, Property Management and Maintenance teams have done an excellent 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 improved dramatically over prior month from \$22,019 July to \$11,129 in August, representing a 49.5% decrease. The over 90-day balance decreased 51% to \$998. Current legal and payment status: one resident has been sent to legal; three residents on court-stipulated payment agreements; one resident is in final states of eviction. All accounts in the over 90-day category are either on payment plans or in the legal process.

Resident Service Coordination Program

September has been a meaningful month for the Resident Service Coordination Program. While I was away recovering, I was incredibly grateful to see how many people stepped forward to help keep our residents connected, supported, and engaged. The outpouring of support from staff, volunteers, community partners, residents, and families has been deeply appreciated. I would like to extend a special thank you to everyone who helped step in and cover programs and responsibilities during my absence. Thank you to Ginger and Tatijana from Soar, Lisette and Marianne from Roar; the volunteers from Community Food Rescue; Tony and Karen from Social Services; Katy, a former resident's daughter; our residents who helped organize and create fun gatherings for their neighbors; Aiden and Adelle from the Young Leaders Program; Keri and the volunteers from Means on Wheels; the Ridgefield Symphony Orchestra; and RVNA Healthcare. I

am especially grateful to my colleagues, Wade, Angel, Doug, Alec, Michel, and extended colleagues from CT Housing Partners for their support and for making sure things continue to move forward while I was away. I also want to thank everyone who reached out with cards, texts, emails, and kind messages during my recovery. Those gestures meant more than you know. Looking Ahead – September Programming. Armchair Travel, ROAR visits; Community Mobile Food Truck; Creative Connections (new program); K of C Fall BBQ; RVNA Healthcare; September Birthday Celebrations. Looking ahead - October Programming – RVNA Healthcare; League of Women Voters of Ridgefield; National Health Care Associates Lunch and Learn – Memory Matters. **Connecticut Renters' Rebate for Elderly and Disabled** – Application deadline is September 30, 2026, with NO extension. Tax Assessor will collect information in person, and they are located at Town Hall in Ridgefield, 400 Main Street, telephone number 203 431 2706. Application, 2025 Income documentation including Social Security, pension, SSI/SSDI, employment or other and all sources of income for 2025. Documented proof of rental income paid from January to December 2025, and 2025 utility bills, electric and gas – Eversource can provide a printed document.

Financial Report

- **Board of Ed & AHS:** We had an initial meeting with the Superintendent and identified several repairs worth exploring for potential Board of Ed coverage. We have a follow-up meeting later this month.
- **August Financials:** No financial statements yet. Marilyn is working with PHA Web on automating the process, but for now she still must prepare them manually.
- **Solar Credits:** We connected with PurePoint and Paul on the formal process for receiving the credits. Our next step is setting up an IRS account in the 501(c)(3)'s name so we can receive the direct payment.
- **Fundraising:** We could use some help with business outreach for sponsorship, as well as someone willing to take ownership of the GoFundMe page. I have initial language for use which Monica helped prepare.

Tenant Commissioner

Nothing to report currently.

Secretary Report – Going forward the Commissioner Secretary will oversee the Recording Secretary and the appropriate filing of Documents.

Report of Committees

Meeting will be scheduled for next month to report on the Alternative High School status and suggestions.

Old Business

Capital Needs Assessment

Congregate Tower Facing – the repairs and upgrade have been completed with only touch ups and pack up taking place. CO has been received. Property Management will continue to retain the project documentation and monitor the closeout process.

Heating Units – Property Management is currently preparing the capital expense budgets for the July 1, 2026, through June 30, 2027, fiscal year at both Ballard Green and Congregate. The recommended replacement of aging heating equipment will be included as part of the capital budget presentation for the October RHA Board Meeting. Management will provide the Board with the recommended scope and anticipated costs as the budget is finalized.

Paving at Congregate – Management will coordinate the work and provide residents with advance notice regarding the anticipated schedule and any impacts to parking or access.

Unit Refurbishments/Renovations -No new updates currently.

Solarizing – Ballard Green and General Apartments – No new updates currently.

Alternative High School – 25 Gilbert Street – A meeting was held with the Superintendent of Ridgefield Public Schools on August 21, to review Capital Needs Assessment/Physical Needs Assessment report for the High School and discuss the building's condition, identified capital needs and potential return of the

facility to Housing Authority control. A future meeting was discussed but a firm date has not yet been established. The Board will be updated as soon as the date for this meeting has been established.

RHA Website – no update currently.

Solar Update – Congregate – will set up a meeting with residents and invite the appropriate companies and Mr. Dwayne Escola to discuss pros and cons of project.

Operations Manual – nearing completion. Mr. Liscio has been working to complete a document (Operations Manual) to leave with the present Board as he departs. This is so they have the practices, policies and procedures as a reference and solid guide going forward. Today he shared the “RHA Commissioner Orientation” letter so that the Board would start with a specific few orientation documents and not be overwhelmed by noting the full document size and materials covered. The Operations Manual is and will be a partial guide for the current Board going forward. It will need updating as time goes on.

Board and Officer Appointee’s - (when required)

To Do List – Separate Item List to Commissioners

New Business

None

Public Comments

Coco Barron – Requested separate boards to oversee RHA matters for Ballard Green and 51 Prospect.

David Cordiso – Nothing currently.

Nancy Higgins – Many thanks to the Board and Management for all they do.

Ann O’Brien – Nothing currently.

Jonathan Cooper – left.

Maureen Sanz – left.

Austin Macchiaroli – nothing currently.

Pauline Cooney – nothing currently.

Elizabeth Sessa – nothing currently.

Nancy Nuzzo – Happy!

Rosemarie Terbrusch – nothing currently.

Ivelisse Tropper – new resident; first meeting. Wade helping her with smoking issues.

John Burke – Do you know when the electricians working on the property will be done. Wade will update within a couple of weeks.

Executive Session – when needed, description will be identified on Agenda and only Board will be present for the event.

Meeting adjourned at 5:55 pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting, October 21, 2026, at 3:30PM

In person at Ballard Green Community Room

And via Zoom

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.

Attendance will be taken. **Please ensure you announce yourself to Pat or sign attendance sheet prior to start of meeting. Also, announce yourself if on Zoom.** Signing in is each attendee's responsibility. Thank you.

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>