

Ridgefield Housing Authority

(Revision #1) Unapproved Meeting Minutes of April 15, 2026

Ballard Green Community Room

In Person Only

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**Commissioners Present:** Vincent Liscio (VL), Derick Schirm (DS), Indra Sen (IS), Ed Baird (EB), Maree Macpherson (MM), all in person

**REM:** Wade Rockwood (WR), Wesley Robinson (WR2), Jordyn Brock (JB)

Residents: Nancy Higgins, Susan Proctor, Nancy Nuzzo, Ashley Dougherty, Socorro Coco Barron, Krisann Benson

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**A motion to approve the RHA Meeting Minutes** of March 25,2026 was made by Indra Sen and seconded by Derick Schirm, all Board members approved.

**A motion to approve** the Management Report was made by Vinny Liscio and seconded by Derick Schirm, all Board members approved.

**A motion to approve Financial Report** was made by Maree Macpherson and seconded by Derick Schirm, all Board members approved.

**A motion to approve** Wade Rockwood to investigate the email received with the Legal team and to communicate directly with Ms. Dougherty, Mr. Baird abstained, all remaining Board members approved.

**A motion to approve transfer of \$10K from budget 2026** to 5013c for the purpose of fundraising for RHA, Inc., was made by Vinny Liscio and seconded by Derick Schirm, all Board members approved.

**A motion to approve adding a Public Session to this meeting** for the purpose of hearing input from Residents concerning the upcoming Rent Increase was made by Vinny Liscio and seconded by Derick Schirm, all Board members approved.

**A Resolution to adopt the Rent Increase** as scripted, was verbally approved by each Board member, as well as having been signed by each. A rollcall was conducted -Ed Baird-Aye, Indra Sen-Aye, Maree Macpherson-Aye, Derick Schirm-Aye, Vinny Liscio-Aye.

**A motion to adjourn** was made by Derick Schirm and seconded by Ed Baird, all Board members approved.

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Mr. Liscio began the meeting at 6:30pm by reading the Mission Statement and then requested the approval of the Minutes from the last meeting which did occur. He then asked Mr. Rockwood to take over with the Management Report.

### **Management Report**

Current vacancies – 3; Upcoming vacancies – 3; Overall Occupancy Rate – 98.2%. The receivables are actively managed and collections enforced. Total delinquency decreased from \$22,45 in February to \$18,554 in March, representing a 17.7% decrease. The over 90-day balance increased slightly to \$3,277. Current legal and payment status – 5 residents on court-stipulated payment agreement; 2 residents served a Notice to Quit; hb1 resident recently referred to legal for non-responsiveness; 1 resident has been sent to final stages of eviction. All accounts in the over 90-day category are either on payment plans or in the legal process. Property Management has been primarily focused on processing recertifications for Ballard Green and Congregate, including collecting resident income, assets, and other supporting documentation for the annual recertifications and entering all required data into PHA Web. All recerts must be completed and signed by mid-May to allow for the required 45-day notice period, with any approved rent increases effective July 1, 2026, consistent with the annual schedule.

### **Resident Services**

Program Initiatives – several initiatives were implemented to enhance resident well-being and engagement. Case Management and Resident Support – to provide individualized resident support. Resident referrals are made to a variety of community based. Partnerships with Community Programs – continues to strengthen relationships with local organizations to expand services for residents. Past Activities – Therapy Dog Visit to Prospect Ridge, Sit and Be Fit Programming, Paper Flower Crafting, Nuvance-Northwell Presentation on Healthy Eating, Alzheimer’s Association “Building Healthy Brain Habits”, The Aldrich Senior Museum Tour. April and May Upcoming Activities to include : Armchair Travel – Destination Nashville, Woodcock Nature Cener Animal Exhibition, Therapy Dog Visit, Across the Ages with SOAR Young Leaders, CT Community Mobile Food Truck, Nuvance-Northwell presentation on Healthy Aging, April Birthday Celebrations, Volunteer recognition event for National Charity Lead students, Spring-themed social activities and

group gatherings. Cinco de Mayo events planned healthy aging/healthy living presentations, Fairfield County Bank Fraud Prevention Program, Across the Ages Program, National Charity League Graduation and Appreciation, Ridgefield Woman’s Club Spring into Summer Party, CT Community Mobile Food Truck visit. The Service Coordination program remains vital in supporting resident independence, health, and quality of life. Through ongoing case management, community partnerships, and engaging programming, we continue to meet the evolving needs of our residents.

**Financial Report**

Financial Summary for February 2026

Balance Sheet Update	-Assets increased, some liabilities increased, equity stayed services flat	-\$104K of ERAP (Federal Assistance Program) unfactored and will be rectified for March financials - “Due from affiliates” is a liability
Income Statement Update	-Expenses did exceed revenues partly due to insurance/PILOT being paid in lump sum this month	-RHA pays Payment in Lieu of Taxes to the town; 10% of shelter rent -2026 budget should reflect inflation
Cash Flow Update	-Cash position grew by \$135K over previous month	-Some cash-on-hand reflects 2025 surplus to be used for previously approved 2025 capital projects
Revenue or Expense Risks	-Wade and Indra toured AHS; many systems appear beyond their useful life (e.g., boiler, roof, condenser unit)	-Recommendation to secure estimate to help understand cost/future leases -Wade will check RPS lease
Compliance Risks	-Jason confirmed motion to move \$25K to 501c3 to pay for solar was not compliance risk	
Solar Update	-PurePoint came on site to RHA to review plans	-PurePoint will send weekly updates to Wade Rockwood

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Mr. Sen distributed comprehensive RHA Summary Budgets, and information to be discussed at the upcoming Budget Meeting on April 22, 2026, which has been scheduled.

**Tenant Commissioner Report**

No formal report currently. However, mention was made about the missing recycling bin, which will be returned next week, and the Congregate Meal Services. Spot checks and discussions with residents will be on-going

## **Old Business**

### Capital Needs Assessment

Tower Facing – Following the prior board approval to proceed with CT Stucco for the project, the contract was fully executed on April 9, and Property Management is scheduled to meet with contractor on April 17, to review plans, logistics and coordination in advance of construction. Construction is scheduled to commence on April 28, and notices will be distributed to residents following the April 17 meeting. Mr. Baird has requested he be included in all upcoming meetings. He will attend as time permits.

Gazebo Roof Replacement at Congregate – No new update, the removal and replacement of the existing gazebo roof at Congregate will be completed in-house as a 2026 spring-summer maintenance project.

Heating Units – Capital Improvement Plan reviewed with Marilyn last month – an increase was requested to accommodate additional boilers. Budget approval is anticipated with the upcoming meeting on April 22, however, the Board has approved this expenditure, so Mr. Rockwood will proceed with purchase.

Unit Refurbishments/Renovations – During the month of March, significant headway was made at both locations. Work is continuing steadily and further updates will be given as progress continues.

Solarizing – A recent meeting between PurePoint and the utility company (Eversource), resulted in the utility has formally approved the project design allowing multiple buildings to share a single point of interconnection. At this stage, two of the three planned solar systems have been fully approved for construction with no required modifications. The third system will require a minor adjustment, as the existing transformer does not currently have sufficient capacity for the connection. To address this, the utility will install a ground box adjacent to the transformer at no cost to the project. As a result, all three systems now have a clear path forward without any additional interconnection expenses. There is, however, one design adjustment required by the utility. Rooftop solar systems must now be connected directly to the transformer serving their respective building. Because of this, the solar layout for Building E will need to be revised. Specifically, a portion of the array currently assigned to System 2 will need to be relocated so that Building E is fully connected to System 3. The utility now requires that all service equipment (disconnect and meters) be installed on ground-mounted pedestals near each transformer, rather than on

the buildings themselves. The project manager, Tyler Hawkins, from PurePoint and Wade Rockwood scheduled a site walk to review the plans in detail. There is also a planned meeting that includes the Board and tenants to discuss the project. Pending that meeting, the contractor anticipates mobilizing for construction within approximately two weeks.

Alternative High School – Commissioner Sen and Mr. Rockwood met with Brett from the Alternate School to conduct a site visit of the property. During the visit, several items will require further evaluations, including the condition of the roof, assessment of the HVAC systems, and the presence of an in-ground oil tank.

RHA Website – No new update currently.

Maintenance Facility – No update currently.

Meeting Changes – A survey will be distributed to residents, REM Employees and Board members to gather input and determine a consensus on preferred meeting schedules and venues.

Town Clerk Advice – Once the resident survey has been finalized and released, Property Management will discuss the proposed meeting changes with the Town Clerk, including required notices related to meeting time and date changes, remote participation options, and FOIA compliance requirements.

Ashley Dougherty Letter and Proposal – Working with legal and permission has been granted by the Board to have Mr. Rockwood speak directly with Ms. Dougherty.

### **New Business**

Rent Increase discussion (resolution and vote) – For Ballard Green, we are proposing a \$35 per month increase for base rents, some residents would see no increase at all, while others would see increases of up to \$41 per month depending on income and subsidy calculations. For the Congregate program we are proposing a \$60 per month increase in base rents plus \$32 in service fees. Most residents would see increases in the \$20 to \$30 range, while the additional state subsidy is estimated to be approximately \$60 to \$70 per unit. Overall, there is a modest impact on residents, these adjustments significantly strengthen the Authority's subsidy revenue and support the ongoing financial stability of the properties and services. This will require Board vote tonight. The Resolution was discussed and voted on.

Confirm Membership of 501c3 – Mr. Sen will research the 501c3 to determine which Commissioners should be removed, due to their retirement from the board, and those that should be sworn in and present at the May meeting. Annual Conflict of Interest Forms must be completed.

Allocation of \$10K in 2026 Budget for fundraising, with a matching line item of \$10K in revenue. Mr. Sen overseeing.

Proceed with small 2026 Capital Projects under Mr. Rockwood's spending authority (e.g., gutters, drainage, cameras, minor tree work) and prepare consolidated capital needs package for Board approval. Mr. Rockwood handling.

Procedural Manual – Mr. Liscio is working to prepare a manual to pass along to the Board with guidance and procedures that have been established to assist new and current Commissioners going forward. Mr. Liscio targets August Meeting.

Capital Needs Uncertainty – Alternative High School. Due to the sensitive nature of a potential new tenant, Messrs. Sen and Schirm will handle the vetting process but will not report at this time maintaining confidentiality. Messrs. Schirm and Sen will meet in Executive Session to discuss.

Resident Health/Cost Pressure – Utility Allowance – A study of other local Congregate facilities indicated that we have the highest allowance of any in the area. This is presently on hold with no further action warranted at this time.

**Public Session** – Mr. Liscio explained the Robert's Rules of Order on Public Comment that he received from Mr. Marconi's office prior to the start of the Public Session, including the three minutes allowed per participant for them to express their views as per the guidelines supplied. Also, that there would be no discussion or "questions and answers" by the Commissioners and/or Management, with the Speaker. The Public Session is for the Residents to express their views.

Nancy Higgins – Nancy expressed her thanks and appreciation to those on the Board and REM for their service and support.

Susan Proctor – Receives several spam calls a week with threats about Social Security being reduced by \$400.

Nancy Nuzzo – missing recycling container. (Being returned shortly)

Coco Barron – Please put nametags in front of each Commissioner and Management during meetings to identify each. Three minutes is not enough time for resident to state their concerns. Grass was removed at Congregate and replaced with concrete for bicycle parking. This is not necessary. What was the cost of this project. Are they trying to add new apartments to the space? Rent shouldn't be increased; it should be decreased.

Meeting adjourned at 9:20 pm

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, May 20, 2026, at 6:30PM**

**Followed Immediately by the Limited Partnership of RHA Meeting**

**In person at Ballard Green Community Room**

**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.*