

Ridgefield Housing Authority

Ridgefield, CT

RHA Unapproved Meeting Minutes for August 13, 2025

**In person at Ballard Green Community Room**

**Via Phone and Zoom**

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**Commissioners Present:** Paul Janerico (PJ) Derick Schirm (DS) (In person), Ed Baird (EB) on Zoom

**Commissioners Absent:** Vincent Liscio, (VL) Maree Macpherson, (MM)

**REM Present:** Wade Rockwood (WR) In Person

**Board Guest:** Jan Hebert on Zoom

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**A motion to approve RHA Regular Meeting Minutes** from July 16, 2025, as written, was made by Mr. Janerico and seconded by Mr. Baird, all Board present approved.

**A motion to approve the Management Report** was made by Mr. Janerico and seconded by Mr. Baird, all Board present approved.

**A motion to approve the expenditure for A. Silverio to handle the paving project at Congregate at a cost of \$21,680** was made by Mr. Janerico and seconded by Mr. Baird, all Board present approved.

**A motion to adjourn the RHA Meeting** was made by Mr. Janerico, and seconded by Mr. Baird, all Board present approved.

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Mr. Schirm, Commissioner, acting as lead for the above meeting, called it to order at 8:02AM and read our Mission Statement. He then requested the approval of the Minutes from the last meeting, which was accomplished.

**Management Report:** Mr. Rockwood provided the following details: Unit turns continue with one unit being redone. There were 250 work orders and 240 completed. The high number of work orders were due to the annual inspections being done at General, Meadows and Congregate. Ballard Green will be done in the upcoming weeks. Fence v. Railing at the Pavillion. A trip hazard has been identified at the pavilion and a fence would eliminate the safety hazard, protect the landscape, and prevent non-residents from using the pavilion. After careful thought, we have decided to install a railing instead of the fence between the post sections of the pavilion. The railing would

address the safety issues by discouraging foot traffic thru the bushes and reduce the trip hazard. It would maintain the openness and aesthetically pleasing appearance. Paving at Prospect Ridge. . Earlier this year Property Management identified the need for significant paving improvements at the Prospect Ridge location. The work was included in approved 2025 budget. Since then, we have actually collected the necessary data to issue an RFP. Due to continued deterioration, the project had been prioritized and moved to the top of the list. So, we are planning to pave the front entrance of Prospect Ridge, we are going to repair large sections of missing or damaged asphalt and address a storm drain issue. We received 2 bids, one from A. Silverio for \$21,680 and the second contractor for \$30,285. We recommend going forward with Silverio. Theu submitted the lowest quality qualified bid and the total cost is within the budget allocation for this project. Pending scheduling, we anticipate the work will begin late August to early September. We will keep all involved updated. Vacancies continue to be at the forefront. There are 3 vacancies at this time. Ballard Green is 100% occupied, Congregate is 100% occupied with neither anticipating any vacancies. One scheduled move at General with move in scheduled the end of August. For Meadows, there are two vacancies with one move in at the end of the month. The second unit is being turned while searching for applicants and sharing vacant unit. We are 90% occupied. We are very mindful of delinquencies. Overall, the amounts owing on each property went down. The entire 90-day balance for all properties is \$1,954 and was either referred to legal or resident is on a payment plan. PJ – can we move forward to railing vs. fence? What is the cost? Fence is \$6,000. We don't have a cost for the railing but believe it will be much cheaper. DS -The aesthetics will be more pleasing and it will discourage non-residents from entering the area. We should move forward with railing. PJ – nice job on vacancies.

**Financial Update:** Mr. Janerico received July Financial Statements, and there were a number of journal entries to make corrections from January to June. He received in detail and is not sure what the nature is or why they occurred. He is working with Renee and Robert on trying to move forward with the financial statements in his formats but performed by REM. So, that is moving forward in the July statements. He did get some description as to what the differences in variances were between the income statement, the income and expense lines that were over 5% or over \$5K. They were general but helpful

because he thinks it's a start of a new process with Robert so he'll continue to move that forward. He should have review of what he received out to Commissioners later this week. Mr. Janerico stated that he doesn't see anything troubling – like we are way off budget or way off budget on income or expense, but needs a bit more time to review. DS asked what are variances? Most attributed to over budgeting. DS asked if PJ wanted to touch on PHAWeb? Mr. Janerico believes the move right now would be Robert completing his Excel Workbook on a monthly basis until they have some other solution. Robert did deliver the financial statements before the meeting, but just before the meeting, so the goal would be to give a few days before the meeting, perhaps on the 10<sup>th</sup> or so in order that we have a chance to review. And, what Mr. Janerico expects will happen is that we will get some commentary from Robert as to what the variances are and then Mr. Janerico can dig into the variances, if he sees a particular line that requires more info. Most of what he has looked at is reasonable, when we receive that legal payment budget for last year, that makes sense. It's things we have previously spoken about. Waiting for final audit report from Jason and a final management letter as well. As a result, there will be some adjustments that Robert will make coming from the audit, so PJ wants to see what those adjustments are. Not a report.

**Tenant Commissioner:** Ms. Macpherson was not available today.

## **Old Business**

**CNA Report** – Mr. Rockwood met with the architectural firm Antonuzzi Associates regarding the tower facing. The building is suspected to have additional lead. Much damage caused by starlings, woodpeckers, et.al., needs to be addressed. An opportunity was identified to apply a new EIFS system which is an exterior insulation and finish system. This is a multi-layer system installed over the current product. The whole system is manufactured by Spell Corp with strike defense layers specifically designed to deter bird intrusion and damage. So, WR was going to move forward with developing an RFP – He did provide white pages and documentation on the defense layer. It sounds like it's a decorative cladding similar to what we have but it's advanced for addressing some issues that have come up. Mr. Rockwood will prepare RFP so we can get contractor's in to discuss process and explain options for repairs.

**Unit Refurbishments:** Happy to report that Ballard Green and Congregate are 100% occupied so we are unable to do total refurbishments. We have opted to do unit upgrades with new appliances to continue our update goals. We initially hoped to do 3 units per month, but that is unsustainable. The stoves require electrical work and the refrigerators must be coordinated with resident/Property Managements schedules. The residents wish we could do this faster, but they are pleased with the results.

**Solarizing:** We currently have two interconnection applications submitted for Ballard Green. Project 1 is making progress through the RERES review process and Project 2 hasn't cleared RRES review which I believe involves Eversource. Regarding a meeting, it appears as though late September is the focus.

**PHA Web:** Recently rolled out a new update with REM responsible, but they need training.

**Alternate HS:** No updates to report at this time.

**Town Website and Alternatives:** New venture with much discussion about what possibilities are available, at what cost. More discovery is needed. WR working on this. Civic Plus is a website design company that WR working with presently. There are many features that could be used to replace some of our current uses with a significant cost savings.

Mr. Schirm closed the meeting, requesting a motion to do so.

Motion to Adjourn at 8:45am

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, September 10<sup>th</sup> at 6:30PM**  
**In person only 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>**

Minutes available in Hardcopy at REM Office, Gilbert Street, or outside REM Office at Prospect Ridge, or with this link on Town Site.