

Ridgefield Housing Authority

Ridgefield, CT

Approved RHA Meeting Minutes of April 16, 2025

**In person at Ballard Green Community Room
(All attendees were present in person)**

Via phone and Zoom

Commissioners Present: Vincent Liscio (VL), Paul Janerico (PJ), Maree Macpherson (MM), All in Person

Commissioner Absent: Ed Baird (EB)

Board Guest: Jan Hebert

REM Staff: Wade Rockwood (WR), Monica Stromwall (MS), Wesley Robinson (WR2)

Residents: Nancy Higgins, Susan Procter, Krisann Benson, Pauline Cooney, Jeanne Koencky

A motion to approve RHA Regular Meeting Minutes from March 26, 2025, as presented, was made by Mr. Janerico and seconded by Ms. Macpherson, all Board present approved.

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

A motion to approve the Financial Report was made by Ms. Macpherson and seconded by Mr. Liscio, all Board present approved.

A motion to approve Tenant Commissioner Report was made by Mr. Janerico and seconded by Mr. Liscio, all Board present approved.

A motion to approve the Reading and Discussion of Resolution for Rent Increase was made by Mr. Liscio and seconded by Mr. Janerico, all Board present approved.

A motion to Accept Resolution for Rent Increase was made by Mr. Liscio and seconded by Mr. Janerico, all Board present approved.

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

Mr. Liscio began the meeting by reading the Mission Statement and then asking for a Motion to approve Minutes of March 26, 2025, which was accomplished.

Management Report

Maintenance Operations had a productive month in March. There was a total of 124 work orders and successfully completed 120. In addition, the maintenance Team has also been handling multiple unit turns, ensuring that we stay on track with our ongoing property management goals. Property Management has been spending most of their time processing the annual recertifications for Ballard Green and Congregate residents. While there is movement within all properties, vacancies are filled rather quickly and we are 97% occupied. Always the focus on delinquencies, with a slight decrease in the overall aging for all developments.

Statements of account for those residents with debit balances were mailed this week. The entire over 90 days balance for all developments totaling \$3,559 has either been referred to legal or resident is on a payment plan.

Resident Service Manager

Activities of Daily Living (ADL) Evaluations: Ongoing assessments are conducted to evaluate residents, determining needs for additional support. Care Coordination, Case Management: Referred residents to home health care agencies, Medicaid benefit programs, and other state and local services, collaborated on discharge planning with area hospitals and rehabilitation facilities. Worked with RVNA Healthcare and other providers for home health, wellness checks, and nutrition programming. Provided case management for residents with complex or ongoing needs, ensuring access to resources and regular follow-up. Community Partnerships & Outreach Energy Assistance Program Focus: Partnered with the Municipal Agent and Social Services to reach all Ridgefield Housing Authority residents regarding the Energy Assistance Program. Targeted outreach to Congregate and Ballard Green residents. Assisting with appointments, document collection, and application follow-through. Residents who qualify can benefit from a median savings of \$400–\$700. Meals on Wheels: Continued support for program expansion to reach more residents needing nutritional assistance and facilitate the new Meals on Wheels program. We continue to enjoy Therapy Dog Visits, Monthly Birthday Celebrations, Senior Tours at the Aldrich Museum, Ridgefield Honor Society Internship Program, Ridgefield Woman's Club Event, National Charity League Event, SOAR and Commission on Aging, DTC Spring Clean Up, Kof C Partnership, Wellness Fair, Expanding SNAP, Relaunching summer gardening program and Cooking Class with RVNA Dietician and local resident.

Financial Report

- Tax returns for both RHA and RHA LP were filed by Maletta CPAs (Jason) on 04/14/25.
- Vinny & I met with Renee, Robert & Wade from REM to discuss:

- REM's proposal for June 1st rent increases at Ballard & Congregate. All questions were satisfactorily answered in support of tonight's Commissioner vote. Additionally, Renee indicated a willingness to pursue with a request to the State for subsidy increases that would put Congregate operations on a relative breakeven basis. As Renee indicated in the meeting and subsequently presented to the State, this is the intended design of Congregate housing.
Update: Renee's request was received positively with the State.
- Improving financial statement reporting to Commissioners. My goal is review and analysis of RHA in a single consolidated statement. If needed, this format should be able to be reviewed at the property level. At this time unfortunately, I am manually compiling a consolidation across six sets of financial statements before being able to review, analyze and present results to the Commissioners in a meaningful but concise way. Robert would request enhancement by PHA Web.
Update: PHA Web is in the midst of a financial statement enhancement that is taking priority over all other requests and the release date is TBD. Effectively, our request is on hold but Robert indicated that he would try to facilitate my needs.

	Year To Date (includes all properties consolidated)				
	<u>Actual</u>	<u>Budget</u>		<u>Variance</u>	<u>Comment</u>
Total Income	\$570k	\$565k	\$ 5k	1% Favorable	+ Interest Income
Total Expenses	\$434K	\$587k	\$153k	26% Favorable	- CapEx
Surplus/(Deficit)	\$135K	(\$ 23k)	\$158k	687% Favorable	++ CapEx & early budget cycle results*

* Expectations that budgeted CapEx projects/expenditures will occur over the summer & fall and that overall budgeted expenses will align more closely with actual as the year progresses.

Tenant Commissioner Report

Senior Expo will be this Saturday, the 26th from 12-4pm, transport from RHA to Rec Center, call # on flyer to make reservation. Other info comments: did flowers for residents and hospitals, Will work on Captains for each building, if bitten by a tick, contact personal physician for meds to thwart more serious infection, Do Robo call to remind folks about Senior Expo.

Old Business

CNA: Will be deferred until end of May to complete recertifications.

Alternate HS: Doug Shepherd and Wade Rockwood conducted a property inspection at the site joined by Susie DaSilva, Superintendent of Ridgefield Schools and the maintenance person. Everything was in satisfactory condition and we noted how well the interior space is care for, and it's evident through the commentary from Susie, that she takes great pride in the environment provided for her students. Rebecca of Sphere will be contacted so she can visit the property to ascertain if she has an interest in pursuing this location when the Alternative HS vacates.

Congregate Tower Facing: Since Renee has experience with this type of necessary expense, she is working on a financial solution.

Gazebo: We will purchase supplies and Habitat for Humanity will take over.

Unit Refurbishments/renovations: At Ballard Green 100% occupancy has been maintained throughout 2025 which has limited our ability to carry out any unit refurbishments this year. Starting in May, plans to begin replacing kitchen appliances for residents, using seniority as the basis, will begin. We had anticipated completing two refurbishments per month, but that goal has proven difficult due to consistent occupancy. For Congregate two refurbishments have taken place which is also below our initial expectations. We would like to begin the same approach with Congregate as Ballard by replacing kitchen appliances. Mr. Janerico asked that Mr. Rockwood put together a plan about our activity at both locations and update monthly.

Solarizing: Cohen & Wolf have been consulted regarding PurePoint Solar Contract, edits/comments shared with PurePoint were positively received. The Limited Partner will be the owner to qualify for Federal Cash Rebate of 30 to 40%. Paul raised the primary risk of the possibility of Federal Cash Rebate repeal. This is the fundamental assumption that represents a 40% cost rebate and result in an estimated 15.71%+ IRR assuming proposed costs are maintained on installation of the solar project. There is currently no Federal direction on this topic available in the public domain. With a major tax bill working its way through reconciliation in Congress, there is a possibility that the rebate could be affected. In consultation with the RHA Commissioners, our CPA and attorney, PurePoint and indirectly with PurePoint's CPA, we will continue to move forward with the PurePoint contract and to move as swiftly as possible to get this project well underway in 2025 to benefit from current laws. Wade & Paul will continue to move that agreement toward execution.

Note: If the rebate was lost, the worst case is still an approximate 9% IRR and extending the payback period from 5.5 years to 9.2 years for the total project. This is significantly better than the interest rate return on reserves in the bank and improves the finances of Ballard residents over the 20 period.

Ridgefield Thrift Shop RTS Grant Application: Notice was received from the Ridgefield Thrift Shop that Ridgefield Housing Authority was not selected as a recipient for a 2025 grant due to high volume of requests and limited funds available.

Budget and Rent Increases for 2025: An update was provided regarding the proposed rent increases for Ballard and Congregate for the 2025 fiscal year. These proposed increases are being recommended due to rising operating costs, including taxes, insurance, and utilities, as well as the need to preserve the condition of the properties. This includes ongoing investment in upkeep, landscaping, routine maintenance, upgrades, and budgeted capital

projects essential to maintaining quality living environments. Mr. Liscio first explained that an individual's rent will only go up in direct correlation to their net income increase for the year (Net Income = 's income less allowable medical expenses). There are only a *VERY* few residents this does not apply to. Therefore, for example, if your income only goes up 2.5% as in the Social Security COLA, your rent will only increase by *approximately* the same amount (2.5%). The difference is made up in other ways thru credits and state funding. With that, Ballard Green proposed rent increase is 5.8% which equates to \$35 per unit per month. New monthly rents would be \$600 for standard Units and \$636 for larger units. Congregate proposed rent increase: base rent 6.1% or \$54 per unit per month), services 3.1% increase (\$31 per unit per month). New monthly rates would be base rent \$893, Services \$1,029, Total monthly cost \$1,922. The effective date is July 1, 2025. Mr. Rockwood supplied the Rent Resolution for the Board's consideration and vote this evening. Mr. Liscio advised that with a Motion, he would read the complete Resolution so it could be discussed with the Board and residents attending the meeting. Mr. Liscio read the resolution and then explained the details of the resolution so that it was understood by all attending the meeting. After some discussion, Mr. Liscio polled the resident attendees and asked if there were any questions/concerns he could address. There were none and the Board approved the Resolution.

Limited Partnership of RHA: Report for Selectpersons at upcoming meeting sometime this Fall. RM will do initial prep and prepare for the Board.

Status of Unit Restoration from Fire: Following recent conversations with the contractor, Mitre, they have adjusted their original estimate, resulting in a reduction of \$11,175.25. The credit reflects both changes in the scope of work and an effort to address customer satisfaction concerns. Mitre made a concerted effort to ensure that both property management and the resident were satisfied, including returning to the property to address items listed on various punch lists. The final invoice due is now \$14,322.82. which is being submitted for payment.

Mr. Liscio took this time to give the floor to Jan Hebert. Jan announced that she was tending her resignation from the Board due to a recent move out of Ridgefield. Mr. Liscio praised Ms. Hebert for all the work she did for RHA over the years, her dedicated interest in the well being of the community and her tireless work. She would certainly be missed.

Public Session

Nancy Higgins – When considering tenants for the vacating Alternate HS space, please note that parking is very tight – we are maxed out for space. Mr. Liscio assured her that while this space was not going to be available for awhile and they would be very focused on not giving an additional vehicle pressure on the complex.

Krisann Benson – Many thank you's for Jan and all she did for us.

Pauline Cooney – 2 broken elements on her stove. Can someone help her.
Noted by RM.

Susan Proctor – Tick discussion – initial treatment is very effective in controlling disease. Energy Assistance – recommends it be part of the welcome packet. Refurbishments – include heat pump/air conditioning.

Jeanne Koencky – Jeanne feels she has “fallen through the cracks” due to her different from the norm challenges. Due to her younger age, she is not eligible for certain accommodations and she could really use some help to perhaps identify what might be available, i.e., food preparation and unit cleaning, etc. to mention a couple. Note was made to look at her situation to hopefully give some relief.

Motion to Adjourn at 8:30pm.

Minutes respectfully submitted by Patricia Harney, Recording Secretary.

**Next RHA Meeting, May 7th, 2025, at 8:00AM via Zoom
Followed by Limited Partnership of RHA Meeting**

Minutes available in Hardcopy at REM Office, Gilbert Street, or with this link on Town site: <https://www.ridgefieldct.org/housing-authority>