

Ridgefield Housing Authority

Unapproved RHA Meeting Minutes of February 18, 2026

Meeting Held in Person Only

at Ballard Green Community Room

Commissioners Present: Paul Janerico (PJ), Derick Schirm (DS), Ed Baird (EB), Maree Macpherson (MM), all in person

Commissioner Absent: Vincent Liscio (VL)

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

Resident: Nancy Higgins, Barbara Beaulieu, Eric Berkley

A motion to approve the RHA Meeting Minutes of January 21, 2026, without changes, was made by Ed Baird and seconded by Maree Macpherson, all Board members approved.

A motion to approve Management Report was made by Ed Baird and seconded by Maree Macpherson, all Board members approved.

A motion to adjourn was made by Ed Baird and seconded by Maree Macpherson, all Board members approved.

At 6:31, Derick Schirm, acting for Mr. Liscio, called the meeting to order and stated our Mission Statement. He then asked for approval of Meeting Minutes from January 21, 2026, which was given. DS then asked for the Management Report.

Management Report

This report provides an overview of property management activities and operational updates for the month. The new commercial stove was delivered and installed in the Congregate kitchen making it fully equipped with new commercial-grade appliances. Property Management has implemented an enhanced communication feature with our property management software, PHA Web, allowing important alerts to be sent directly to residents via email and text messages. Beginning March 1, we will launch the online work order submission feature through tenant portal. This addition will improve tracking, documentation, and response efficiency for routine maintenance requests. A meeting is scheduled later this month with our Finance VP, Marylyn Correa to review and update the 2026 capital needs projects for Ballard Green and

Congregate to ensure alignment with budget planning. Property Management continues to focus on maintaining high occupancy in all developments. Current vacancies is 2, upcoming is 3 and overall occupancy rate is 98.7%. Receivables are continually managed and collection procedures enforced. Overall delinquency decreased by 18.9%; over 90-day balance decreased slightly. Statements of account have been issued with residents who did not remit payment by the 10th were assessed a \$25 late fee in accordance with policy. Four residents on court-stipulated payment agreements; 2 residents served Notices to Quit; 1 resident recently referred to legal for non-responsiveness. Annual recertification packets have been distributed to all residents with a March 13, 2026, deadline. We are currently awaiting guidance from DOH & CHFA regarding the 2026 rent increase structure. Upon receipt of this information, the RHA Board will need to determine whether to allow rent increases to be implemented. All recerts must be completed and signed by mid-May to allow for the required 45-day notice period, with any approved rent increase effective July 1, 2026, consistent with the annual schedule.

Resident Services Manager

In February, we prioritized wellness, enrichment, food security, fraud prevention, and intergenerational partnerships at Ballard Green and Congregate. Program Highlights to include Healing Through Self-Care with Antwan Cook, Service Dog Visit with ROAR at Prospect Ridge, Special Performance of the Ridgefield Symphony Orchestra, Decorative Picture Frame Craft, Digital Safety Talk – Safe at Home, Senior Tour – Aldrich Contemporary Art Museum, Armchair Travel Series – India, Food Security & Monthly Pantry Support, Monthly Pantry Fills – Ballard Green, National Charity League, Ridgefield Newcomers Club, and Mobile Community Food Truck. Intergenerational & Community Partnerships, Across the Ages Program – SOAR, National Charity League – Coffee, Cookies & Cocoa, and Lions Heart Volunteer Engagement. Ongoing Monthly Programming – Ridgefield Public Library and Ridgefield Commission on Aging. Upcoming February Events – February Birthday Celebrations, Across the Ages Intergenerational Program, Coffee, Cookies, Cocoa Social, Mobile Community Food Truck, Medicare Identity Theft & Fraud Prevention. March Preview – Know Your Numbers, RVNAhealth, St. Patrick’s Day Festivities, Energy Assistance Enrollment with the Municipal Agent. Healthcare & Protective Service Coordination. Danbury Hospital, Norwalk Hospital, Bethel Health Care Center, Connecticut Community Care, Ridgefield EMS, Ridgefield Police Department, Connecticut Department of Social Services (including Elderly Protective Services), Department of Developmental Services. Eric Berkley, a Ridgefield business owner of senior/disability devices, made a brief presentation and a variety of helpful devices that might be beneficial for our residents. Mr. Rockwood, Mr. Baird and Mr. Sen and Ms. Stromwall will meet to discuss the types of devices offered that might be of benefit to our residents or whether we could seek grants or seek assistance from town residents of the town to finance the purchase of these devices or whether the RHA residents would finance themselves.

Financial Report

As far as the Financial Update goes, Marylyn is still working on January. One of the complications of using the Excel evaluation is that in January you must reset the prior year to set up the new year and she is working on that now. We should have that by early next week. PJ will adjust the budgets there as well. PJ plans to meet with Indra Sen next week to help him transition, review the analytics and set them up for going forward. We'll do the evaluation together and then we will carry it forward, there's nothing new to talk about in the financial updates at this point. If the Board wants to have me come back as a guest at several meetings going forward, I'm happy to do it and happy to help Indra. He's going to do a great job, but the transition with the things he's not aware of will be easy for me to fill in the gaps.

Tenant Commissioner – No Report at this time.

OLD BUSINESS

CNA Update: Tower Facing – Mr. Rockwood met with several contractors to review the RFPs and scope of work. The meetings were productive and allowed contractors to ask detailed questions. The deadline for bid submissions is this Friday, February 20, 2026. Once the bids are received, they will be reviewed for completeness, pricing, qualifications and compliance. Contractor selection recommendation will be presented to the Board for consideration and approval. The anticipated start will be Summer, 2026.

Gazebo Roof Replacement: 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: No new update currently. Waiting for a capital improvement meeting scheduled for next week with accounting and for 2026 budget approval. Indra Sen will be included in this meeting and going forward.

Unit Refurbishments/Renovations: Progress continues at both locations, however, due to inclement weather, including multiple snowstorms, the pace of work slowed a bit. These conditions impacted scheduling, material deliveries, and certain temperature-sensitivity tasks. Despite these temporary setbacks, work remains actively underway.

Solarizing: We have received an updated project timeline from PurePoint indicating that construction is tentatively scheduled to begin in April 2026. As previously noted, the project consists of three separate solar systems corresponding to three individual interconnections. A timeline has been given by PurePoint with permit applications being submitted shortly. The timeline has slipped a bit, and Mr. Rockwood will speak to PurePoint regarding the delays that are documented. Also, are the three phases being worked on simultaneously or will they wait for one phase to complete before another starts. That would delay the process even further.

We also need to learn how the payments will be timed so we are prepared to transfer funds in a timely manner. It has also been suggested that a meeting be held with our internal board members about the timing of Phase II and Phase III and then reach out to PurePoint to meet with them, but also invited Dwayne to be present at the meeting since he is so versed on the process and would know the questions to ask and challenge those items to get us back on track. Another question would be about when the residents would see a change in their utility bills. Also, a meeting where timing is solidified to update residents on the particulars of the process, so they are more comfortable with everything planned and what to expect going forward.

Alternative High School: Meeting has been scheduled for February 19, 2026, with Sphere to review the changes we've requested for the letter of Intent LOI.

RHA Website: Meeting has been scheduled with the Tenant Commissioner and Monica, Resident Services Manager, to review current RHA website and propose updated.

Maintenance Facility: No update currently.

PUBLIC SESSION

Nancy Higgins – Nancy continues to have concerns about the vehicles speeding, children on skateboards and bicycles not paying attention to pedestrians. As she thinks about Sphere moving into the building formerly occupied by the Alternate HS, her concerns become more intense.

Barbara Beaulieu – Barbara has requested that when Sphere ultimately moves onto Ballard Green grounds, that they hire and support a security guard for the safety of the residents.

Eric Berkley – Mr. Berkley stated that he had a suggestion for an individual that might be appropriate to be housed in the former Alternative HS locale. Mr. Schirm informed him that we were actually pursuing Sphere and it was unfortunate that his suggestion was too late.

Meeting adjourned at 7:31pm

RHA Minutes Respectfully submitted by Patricia Harney, Recording Secretary.

Next RHA Meeting March 18, 2026 at 6:30PM

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