

Regular Meeting Wednesday, December 10, 2025
Truman Terrace 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, December 10, 2025, at Country Ridge– 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:02 p.m.

1. Roll Call

Members Present:

Sharon Pratt – Resident Commissioner
Peter Mucciarone – Commissioner
Dan DiVito – Vice-Chair
Janelle Wilk – Chairwoman
Russ Antonacci, Manager

Members Absent: Denise Russ – Commissioner

Absent: Lori Finke, Property Manager
Lance Valentino, Property Manager

2. Chairwoman's Report

“Happy December everyone, I hope everyone had a nice Thanksgiving. I am going to try and keep the meeting short so that people will not have to drive on ice. I wished everyone a safe and happy Holiday. Everything that I have to say is already on the agenda.”

3. Approval of Minutes

a. Regular Meeting – Truman Terrace, November 12, 2025

Chair Janelle Wilk asked for a motion to approve the Minutes from the regular meeting held on November 12, 2025.

A motion was made by Dan DiVito, and second by Peter Mucciarone to approve the Regular meeting minutes of November 12, 2025.

Discussion: none.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in December 2025

Chair Janelle Wilk asked if there were any questions on the bills for December 2025.

Janelle asked for a motion to approve the bills for December 2025.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for December 2025.

5. New Business

a. 2026 Meeting Dates

Chair Janelle Wilk asked for a motion to approve the 2026 Meeting Dates.

A motion was made by Dan DiVito, and second by Peter Mucciarone to approve the 2026 Meeting Dates

Discussion: none.

Aye: Wilk, DiVito, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

b. Discussion and possible action on the adjustment of the monthly RSC money.

Chair Janelle Wilk explained that Lori as the RSC was receiving a monthly check of \$300.00 per month and that amount was changed to \$400.00 per month. Janelle went on to explain that there would normally be a motion made to make the change in the monthly dollar amount. This never happened.

Chair Janelle Wilk asked for a motion to be made to adjust the RSC monthly dollar amount from \$300.00 to \$400.00.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to adjust the RSC monthly dollar amount to \$400.00

Discussion: none.

Aye: Wilk, DiVito, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

c. Discussion and possible action on WHA Budget

Chair Janelle Wilk turned the meeting over to the Manager Russell Antonacci to explain the proposed 2026 budget.

A document was distributed to the Commissioners and Property Management. Russell explained the flow of the budget document which you will find attached to these minutes.

- On the left-hand side you will see the description of the services.
- The second column shows the projected FYE 2025.
- The third column shows the budget for FYE 2025.
- The fourth column shows the variance between columns two and three.

Russell said that right now we are projecting that we will come in at \$897,850.16 in terms of income. We budgeted \$848,700.00 for 2025. This gives a projected income just shy of \$50,000.00 over the budget number in terms of revenue.

The breakdown for the \$897,750.16 is as follows: \$773,157.00 of rent revenue along with \$75,203.30 for the interest income. The interest did come in lower than budgeted due to the reduced interest rates.

There was a conversation about the overage on General Maintenance & Repairs and Painting. It was explained that there were roughly eight apartments that were turned over during 2025 causing extra painting and maintenance hours.

Also, there were extra charges that had to do with the small cities grant. Extra environmental work had to be performed such as radon and asbestos testing.

There was a question about the line item for appliances that came in at \$600.00 with a budget of \$10,000.00. Through the course of the year appliances were being purchased through Home Depot instead of an appliance store. This will be looked at to see where the purchased amounts were shown incorrectly on the budget.

Russell proposed a budget of \$820,000.00 for the FY 2026. This is comprised of \$679,300.00 of total expenses plus an income of \$140,700.00.

Chair Janelle Wilk brought up the concern about the water and sewer budget. It was discussed between Janelle, Dan and Russ. They decided to raise the water budget to \$10,500.00 and the sewer budget to \$22,000.00.

Pete questioned why the interest rate for 2026 was lowered in the budget. It was explained that in 2025 interest rates had dropped therefore a lower budget number has been put into the 2026 projected budget.

Chair Janelle Wilk as for a motion to be made to approve the proposed budget for 2026.

A motion was made by Dan DiVito, and seconded by Peter Mucciarone to approve the 2026 proposed budget which will include the amendments as discussed.

6. Old Business

7.

a. Discussion and possible action on Grievance Policy

Chair Janelle Wilk brought up the Grievance Policy for conversational purposes. There will not be a motion made tonight but she stated that the residents need to be aware of the grievance policy. Once there have been meetings at all three sites a motion will be made to possibly modify the policy.

Sharon Pratt explained that she had visited all three sites prior to tonight's meeting. Sharon explained during these meetings that the commission might change the policy to have possibly two commissioners meet with the resident who has a grievance instead of one commissioner. It was

suggested by residents that they would like Denise Russ to be the commissioner to listen to the grievance and record the session.

Buckingham Terrace felt that if there were only 3 grievances in the past, why fix a policy if it isn't broken.

Chair Janelle Wilk asked for a motion to be made to table any action on the grievance policy until a meeting has been held at all three sites.

A motion was made by Dan DiVito, seconded by Sharon Pratt to table the action on the grievance policy until there has been Commissioner meetings at all three sites.

8. Property Manager's Report

- a. Lance reported that there are currently 5 open apartments.
 - (1) apartment is open at Country Ridge which is being painted and a new floor will be installed.
 - (1) apartment is open at Buckingham Terrace which is being painted and cleaned.
 - (3) apartments open at Truman Terrace. One is being painted and will be shown. The other two are being shown but haven't had any takers.

Chair Janelle Wilk mentioned that Lori sent out letters to everyone on the waiting list. Once the responses are received, we will see where we stand. This will be reviewed at the next meeting.

Lance had one Variance Request for a Ring doorbell. This request is for Sam Orsini at Truman Terrace. This request has been approved. Lance to notify Sam that he can install the wireless Ring doorbell.

9. Resident Service Coordinator Report

- a. Lori reported that from November 11, 2025 through December 4, 2025, she had interactions with 15 residents. The breakdown is (5) at Truman Terrace, (6) at Buckingham Terrace, and (4) at Country Ridge.
- b. In December there will be one week to celebrate the 4th quarter birthdays with pizza and cake.
- c. There will also be a Christmas luncheon at all three sites during the week of December 15, 2025.

- d. Carolers will be visiting all three sites on December 19, 2025. These are children from Swift Junior High School.

10. Resident Commissioner Report

- a. Sharon Pratt had already reported on her visits at all three sites to discuss the grievance report.
- b. Sharon asked Russ if he investigated the group texting. This would help cut down on making copies and physical delivery of notices to all 120 apartments. Russ said that there are applications that can be downloaded to accomplish this texting issue.
- c. Sharon mentioned that both the Agenda and Minutes need to be posted at all three sites every month.
- d. Sharon mentioned that during her visit with Country Ridge, the question came up about the timeline for the small cities grant. Sharon couldn't answer the question and feels that there is a lack of communication between property management and the residents. She feels that updates should be given to keep the residents informed.
- e. Sharon asked about the Energy Assistant program. Lori responded that she completed 13 applications and sent them to NOW. NOW called and said they can no longer receive the hard copies from WHA as they are short-handed.

Even though Lori and Janelle have spoken to Mark Raimo about having the WHA laptop loaded with the necessary software, this has not been done. Lori did find out that forms can be filled out and sent directly to Eversource. Lori will follow up with the residents that were on the list asking for assistance.

11. Public Participation

- a. The following residents spoke at this time.
 - i. Tanya Johnson, BT D4
 - ii. Debbie Manley, CR 13
 - iii. Nancy Brooks, CR 4
- b. Comments that were made at this time:
 - i. The washers and dryers have been working well over the past month at Buckingham Terrace.
 - ii. A request was made to replace the old thermostats with digital thermostats. This will be investigated.

- iii. The residents would like to sign off on workorders when they are completed in their apartments. This was done in the past but stopped when the workorders began being processed on the computer. At this time signatures were no longer requested. Lance will make two copies going forward. Once the repair is completed, the resident will sign the workorder and a copy will be left with the resident, and the second copy will go in the residence individual file.
- iv. The question was brought up about the bathtubs in the apartments and wondering if they can be changed into showers. Pricing for this will be looked at by asking the newly hired plumber for suggestions.
- v. The question was asked why the RSC money was raised to \$400.00 per month instead of \$300.00. It was decided that it would be better to have the monthly allowance be raised to \$450.00, which divides evenly amongst the three sites.
 - 1. Dan DiVito made a motion to amend the original request of \$400.00 to be modified to \$450.00. This was seconded by Peter Mucciarone.

Motion to adjourn meeting at 7:21 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt, Resident Commissioner
Watertown Housing Authority

Watertown Housing
2025 Budget Projection
Combined

	PROJECTED FYE 2025	BUDGET FYE 2025	Variance
Income			
TOTAL RENT REVENUE	773,157.00	740,000.00	33,157.00
TOTAL INTEREST INCOME	75,203.30	88,700.00	-13,496.70
TOTAL GRANT / LAUNDRY INCOME/INS DIVIDEND	49,489.86	20,000.00	29,489.86
Total Revenue	897,850.16	848,700.00	49,150.16
ADMINISTRATIVE & MANAGEMENT			
ADVERTISING & MARKETING	3,190.35	750.00	-2,440.35
OFFICE SALARIES	895.00	0.00	-895.00
RES SVC COORD SALARIES	28,866.48	25,000.00	-3,866.48
RES SVC COORD SUPPLIES	7,477.00	10,000.00	2,523.00
OFFICE SUPPLIES	7,972.99	7,500.00	-472.99
MANAGEMENT FEE	85,655.00	85,655.00	0.00
LEGAL	3,101.00	3,000.00	-101.00
AUDIT	3,870.00	8,000.00	4,130.00
BOOKKEEPING/ACCOUNTING	3,855.00	2,500.00	-1,355.00
TELEPHONE & ANSWERING SVC	2,395.76	2,250.00	-145.76
INTERNET	6,108.14	6,000.00	-108.14
BAD DEBTS	0.00	500.00	500.00
MISC ADMIN EXPENSE	3,599.11	3,250.00	-349.11
TOTAL	156,985.83	154,405.00	-2,580.83
TAXES & INSURANCE			
PAYROLL TAXES	10,201.90	3,500.00	-6,701.90
INSURANCE	39,285.68	39,000.00	-285.68
WORKERS COMP INSURANCE	922.85	1,500.00	577.15
TOTAL	50,410.43	44,000.00	-6,410.43
UTILITIES			
ELECTRICITY	29,907.01	34,000.00	4,092.99
WATER	6,692.56	10,500.00	3,807.44
GAS	2,442.95	4,100.00	1,657.05
SEWER	17,918.53	19,500.00	1,581.47
CABLE TV	2,347.49	2,100.00	-247.49
TOTAL	59,308.54	70,200.00	10,891.46
GENERAL MAINTENANCE & REPAIRS			
GENERAL MAINTENANCE & REPAIR	111,179.38	90,000.00	-21,179.38
MAINTENANCE SUPPLIES	27,453.42	30,000.00	2,546.58
JANITORIAL/CLEANING	10,880.35	11,000.00	119.65
HVAC/PLUMBING	27,538.18	20,000.00	-7,538.18
ELECTRICAL	23,721.72	15,000.00	-8,721.72
PAINTING	71,095.61	20,000.00	-51,095.61
APPLIANCE REPAIRS & MATERIAL	600.00	10,000.00	9,400.00
FLOORING	8,182.52	20,000.00	11,817.48
SECURITY	10,902.81	3,000.00	-7,902.81
GARBAGE & TRASH REMOVAL	19,464.81	18,000.00	-1,464.81
EXTERMINATING	3,944.00	1,500.00	-2,444.00
GROUPS IMPROVEMENTS	45,832.96	10,000.00	-35,832.96
LANDSCAPING/SNOW REMOVAL	82,166.66	82,000.00	-166.66
FERTILIZER	4,850.00	7,000.00	2,150.00
TOTAL	447,812.42	337,500.00	-110,312.42
TOTAL EXPENSES	714,517.22	606,105.00	-108,412.22
NET INCOME	183,332.94	242,595.00	157,562.38
Income	897,850.16		
Expenses	-714,517.22		
Net Income	183,332.94		

Proposed

Budget 2026	
740,000.00	7% vacancy rate an approx rent roll of 792,000
55,000.00	Adjusted for anticipated lower interest rates
25,000.00	
820,000.00	
2,000.00	RSC Search
1,000.00	Meeting Minutes
43,680.00	24 hrs per week @ \$35 per hour plus taxes minus state grant money
10,800.00	Calls for \$300 per community per month
8,000.00	
88,225.00	Per Contract
3,000.00	
0	Paid for audit in 2025 for '23 & '24 financial years
4,000.00	New CPA firm. Seeing small rate increase.
2,500.00	Telephone and answering service / emergency 24hr line
6,250.00	Internet / wifi for all three community centers
500.00	CPA right offs on uncollected revenue
3,500.00	2026 Summer picnic/Christmas dinners, NAHRO membership & Paychex.
173,455.00	
15,000.00	For Superintendent and newly hired RSC in 2025. Prior years we paid an agency.
43,000.00	Insurance coverage include Property, Liability, Terrorism, and Prof. Liability
1,285.00	Insurance for employees
59,285.00	
32,000.00	Contract w/ Xoom on supply charge through 2025. Delivery charge w/ Eversource.
7,500.00	Water usage in community centers and common areas
3,000.00	Heat at Country Ridge community center
18,000.00	Water usage in community centers
2,500.00	Cable for all three communitiy centers /Optimum
63,000.00	
100,000.00	General maintenance services. Includes costs associated with Small Cities Grant. Environmental Checks (Radon/Asbestos)
30,000.00	Material supplies
13,000.00	Janitorial services provided by employee
27,500.00	New plumber DJ Melodia Plumbing & Heating
20,000.00	Increase in volume of service calls for PJ Electric
30,000.00	Incudes power-washing all CR buildings
10,000.00	Aging appliances justifies maintaining this line item
15,000.00	
5,000.00	Lock smith, fire inspections, alarm service and inspections. There was a panel replacement at BT in 2025
19,500.00	
3,000.00	Pest Control
15,000.00	Tree removals, new guard rails, sidewalk work and more
88,560.00	8% increase in 2026. 8% in 2027. Zero percent in 2028.
7,000.00	Fertilization common lawns all three communities
383,560.00	
Income	820,000.00
Expenses	-680,300.00
Net Income	139,700.00