

# MINUTES

## WATERTOWN HOUSING AUTHORITY Regular Meeting: February 10, 2021

A regular meeting VIA Zoom was held by the Housing Authority on Wednesday, February 10, 2021 at – 7:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 7:00 p.m.

### 1. Roll Call

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Daniel DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ - Commissioner  
Carmine Verno – Commissioner

Absent: none

Other Present: Russell Antonacci – Interim Manager  
Lori Finke – Interim Property Manager  
Franklin Pilicy – Attorney

### 2. Election of Officers

Attorney Franklin Pilicy asked for nominations for Chair.  
Daniel Divito: I would like to nominate Janelle Wilk as Chairwoman.  
Carmine Verno seconded the nomination.  
Are there any other nominations? Are there any other nominations?  
Hearing no further nominations.  
Motion passes unanimously

Janelle Wilk is Chairwoman.

Attorney Franklin Pilicy asked for nominations for Vice Chair.  
Janelle Wilk I would like to nominate Daniel Divito as Vice Chairman.  
Denise Russ seconded the nomination.  
Are there any other nominations? Are there any other nominations?  
Hearing no further nominations.  
Motion passes unanimously

Daniel Divito is Vice Chairman

Attorney Franklin Pilicy asked for nominations for Secretary/Treasurer.  
Janelle Wilk I would like to nominate Carmine Verno as Secretary/Treasurer.  
Daniel Divito seconded the nomination  
Are there any other nominations? Are there any other nominations?  
Hearing none.  
Motion passes unanimously

Carmine Verno is Secretary/Treasurer

3. Public Participation

Katherine Camara, 31 Cottage Place: spoke.

4. Chairwoman's Report – Acting Executive Director

Janelle Wilk reported:

Janelle Wilk: I want to state for the facts that I am not being paid. I am a volunteer; I am doing this because I care about our Town. I want that for the record that I do not draw a salary from the Watertown Housing Authority. I am the same person that I have been, I am a volunteer and I have been a volunteer because I care about our Town.

I hope everyone is staying healthy and enjoying the snow. Again, I want to thank everyone for their patience and understanding as we go through this transition.

I did receive a notice from the Town Manager's office wanting us to know when the vaccine clinic will be held in our Town Hall. It is tentatively scheduled to start in February of 2021. Copies of the flyer are being put on bulletin boards at each site. Once we get more information on that I will let everybody know.

This is the most exciting part of my report, we did receive a package today with a lot of valentine cards from our youngest residents to spread some love to our residents at the Watertown Housing Authority. We will be delivering those Valentine's Day cards tomorrow. I want to give a big thank you to the teachers and students from John Trumbull, Judson and Polk School.

5. Approval of Minutes

a. Regular Meeting VIA Zoom – January 13<sup>th</sup>, 2021.

A motion was made by Daniel Divito, and seconded by Carmine Verno to approve the minutes of January 13, 2021 as presented.

By voice vote the motion passes unanimously

6. Approval of bills paid for February 2021

Denise Russ had questions regarding the bills for February. Russ Antonacci stated he will get back to Denise with all the answers.

A motion was made by Denise Russ and seconded by Carmine Verno to accept the bills for February 2021.

By voice vote the motion was passed unanimously

7. Interim Manager's Report

Lori Finke reported:

a. Interim Manager Updates

i. BT -3 units ready for occupancy by 2/15/21.

ii. TT - 4 units ready for occupancy by 2/15/21.

iii. Recertifications

iv. Starting Thursday 2/11 and every Thursday going forward, Lori Finke will be alternating between Truman Terrace and Buckingham Terrace Community Center. She will be working out of the office at each with the hopes of meeting more of the residents and making herself available for them as needed. They can drop off their Recertification paperwork, workorders or just say hello.

b. Maintenance Update – We have 6 work orders in progress with most of them getting the apartments ready. The floors and painting are done, we just need to get in there and finish the final touches and clean everything up. We had 42 closed work orders from January 15<sup>th</sup> thru February 9<sup>th</sup>. We are averaging about 50 a month for work orders.

Lori Finke: We had two weeks in a row a resident had set off the smoke detector when the stove was turned on. I asked maintenance to go down and check. The burners were soiled with grease and dried food in the pans underneath the burners so he replaced them all, everything is nice and clean. Hopefully that will cure the issue right now.

8. New Business

- a. Request for Qualifications for management – opening of bids.

Chairwoman Janelle Wilk: We will open these bids and have discussion but we will not award these bids this evening. We will make copies so every commissioner will have the packets of proposals that were received and have them in front of us so we can go through with a discussion and award at a different meeting.

Daniel Divito and Denise Russ are in the room when the sealed bids were opened:

1. G & W Management Incorporated
2. Property Worxs

Daniel Divito read the information from the packets to the commission with documents such as opening letters, statement of qualifications, licenses, services, insurance, maintenance and staffing.

Commission questions:

Carmine Verno: Once we get the copies, will there be an opportunity speak about the proposals for discussion

Chairwoman Janelle Wilk: Yes, after you receive the copies, we will open it up for any questions and clarification at a meeting and then we will award.

Denise Russ: When we discuss this at the next meeting will both owners be available to answer questions.

Chairwoman Janelle Wilk: The schedule will be set as to when the meeting is. It's up to them to make themselves available.

9. Adjournment

A motion was made by Daniel Divito, and seconded by Carmine Verno to adjourn at 7:40 p.m.

By voice vote the motion was passed unanimously

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Carmine Verno, Secretary/Treasurer  
Watertown Housing Authority