



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

July 8, 2026





Watertown Housing Authority
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Watertown, CT 06795

Regular Meeting
Buckingham Terrace
July 8, 2026, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, June 10, 2026
4. Approval of Bills
 - a. Paid for July 2026
5. New Business
6. Old Business
 - a. Discussion and possible action on Truman Terrace fire alarm system
7. Property Manager's Report
 - a. Update on window issues at BT and propose a sealed bid for the August meeting
 - b. Update on mold issue in some of the BT units
 - c. SMS Texting presentation and decide which company to implement and if we are ready
 - d. Laundry update
 - e. Thermostat update
 - f. Microphone options
8. Resident Services Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment

Regular Meeting Wednesday, June 10th, 2026

Country Ridge 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, June 10th, 2026, at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Commissioners Present:

Sharon Pratt - Resident Commissioner
Denise Russ – Commissioner
Peter Mucciarone – Commissioner
Janelle Wilk – Chairwoman

Others Present:

Lance Valentino – Asst. Property Manager
Meg McCormick– Asst. Property Manager

Absent:

Dan DiVito – Vice-Chair
Sashoy Redmond – Resident Service Coordinator
Russ Antonacci – Principal Property Manager

2. Chairwoman's Report

The meeting opened with clarification regarding special versus regular meetings. The Board discussed the need to ratify the previous laundry machine vote because the May 20, 2026 meeting was classified as a special meeting due to the date change.

Discussion was also held regarding future compensation for preparation of meeting minutes and adding the item to a future agenda.

3. Approval of Minutes

Special Meeting – Truman Terrace, May 20, 2026

Chair Janelle Wilk asked for a motion to approve the minutes of the Special Meeting held on May 20, 2026.

Corrections were requested to remove certain language from the public participation section and to ensure the meeting was properly identified as a Special Meeting rather than a Regular Meeting.

Janelle asked for a motion and to approve the Special Meeting minutes of May 20, 2026, with the corrections discussed.

A motion to approve was made by Denise Russ and seconded by Peter Mucciarone

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of Bills Paid in June 2026

Chair Janelle Wilk asked if there were any questions regarding the June 2026 bills.

Discussion included landscaping and mulching expenses, plumbing charges related to water heater repairs at Truman Terrace, Resident Service Coordinator reimbursements, and the remaining use of 2025 RSC funds.

Clarification was also provided that no payment had been made for preparation of meeting minutes.

Janelle asked for a motion to approve the June 2026 bills.

A motion was made by Denise Russ and seconded by Sharon Pratt to approve the June 2026 bills.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

5. New Business

Discussion and possible action regarding office printers.

Discussion was held regarding the inefficiency and expense of the current office printers due to high ink costs and slow performance.

The Board discussed purchasing toner for the existing printer and researching one or two high-capacity laser printers for Country Ridge and Truman Terrace.

Decision: Purchase toner for the current printer and obtain pricing and recommendations for replacement of printers.

Janelle asked for a motion to approve the purchase of toner for the current printer and authorize staff to obtain pricing and recommendations for replacement printers.

A motion was made by Denise Russ and seconded by Peter Mucciarone

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

6. Old Business

a. Discussion and possible action regarding laundry machines.

The Board discussed the need to ratify the previous vote due to the May meeting being designated as a Special Meeting.

Decision: Select Automatic Industries, Option 2, with 25% of receipts returned to WHA, resident cost of \$1.65 per cycle, and an eight-year contract.

Janelle asked for a motion to approve Automatic Industries

A motion was made by Denise Russ and seconded by Sharon Pratt.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

b. Discussion and possible action on alarm system for Truman Terrace.

The Fire Marshal advised that a complete alarm system upgrade is required to comply with current code requirements.

Only one bid had previously been received. The Board directed staff to continue outreach efforts, republish the RFP, and seek additional bids, including vendors outside the immediate area.

Decision: Table the matter until additional bids and information are received.

Action Plan: Continue outreach, republish the RFP, and update the Board at the next meeting.

A motion was made by Janelle Wilk and seconded by Denise Russ.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

- c. Discussion and possible action regarding moisture, mold, and ventilation concerns.

Discussion was held regarding persistent moisture issues affecting several units and possible wall-mounted dehumidifier options.

The Board agreed to seek recommendations from qualified HVAC professionals before proceeding.

Decision: Table the matter pending expert consultation.

Action Plan: Meg will contact HVAC professionals for recommendations.

A motion was made by Janelle Wilk and seconded by Denise Russ.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

7. Property Manager's Report

a. Window Repair Project

Marino's Glass submitted a quote for window seals.

Two vendors declined to provide estimates, and an additional vendor remained scheduled to assess the project.

Decision: Continue seeking additional proposals before taking action.

b. Records Retention Policy

Due to limited storage space, discussion was held regarding development of a records retention policy.

Decision: Draft a policy for legal review and revisit the matter at a future meeting.

c. Thermostats

Residents requested programmable thermostats.

The Board discussed checking with Eversource regarding possible free smart thermostat programs. If unavailable, residents may request installation through the variance process at their own expense using a licensed electrician.

Decision: Proceed as discussed.

8. Maintenance & Inspections

Extermination services were scheduled for all three sites to address yellow jackets and pest concerns.

Gutter cleaning at Country Ridge will occur following extermination services.

Discussion was also held regarding improved communication with residents through email and text notifications for important updates.

9. Public Participation:

Nancy Brooks CR 4

Debbie Manley CR 13

Janine Kifer TT B1

Judy Thibeau Cr 28

Tanya Johnson BT D4

A Motion to adjourn the meeting requested by Janelle Wilk at 7:36 P.M.

Motion by Denise Russ and seconded by Peter Mucciarone.

Sharon Pratt / Secretary
Watertown Housing Authority

Signature_____Date_____

7/6/2026

9:05 AM

Watertown Housing Authority

Accounts Payable

July 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	03/08/2026	1JDR-NTLR-VD1C	Amazon.com	supplies	All	59.97
Bill	05/15/2026	1Y6T-RKPD-VL13	Amazon.com	supplies	All	146.24
Bill	05/22/2026	1PCR-FMHX-X6Y6	Amazon.com	supplies	All	164.40
Bill	05/20/2026	1313 CR12	Carpets Plus, Inc.	CR 12 material & labor	Country Ridge	3,681.00
Bill	07/02/2026	1454	Carpets Plus, Inc.	TT C-7 material & labor	Truman Terrace	225.00
Bill	07/01/2026	520340	Complete LLC	monthly contracted services	All	7,333.33
Bill	04/29/2026	298	CTMold Remediation Spec LLC	CR 12 mold remdiation	Country Ridge	3,731.16
Bill	05/01/2026	11864	DJ Melodia Plumbing & Heating	TT C-4 service call	Truman Terrace	2,241.66
Bill	06/24/2026	11948	DJ Melodia Plumbing & Heating	BT A-2 service call	Buckingham Terrace	418.49
Bill	06/24/2026	11949	DJ Melodia Plumbing & Heating	CR 25,26 service call	Country Ridge	86.13
Bill	05/20/2026	11896	DJ Melodia Plumbing & Heating	CR 31 service call	Country Ridge	995.93
Bill	07/01/2026	260701496101	Edwards Answering Service Enterprises Inc	monthly service	All	41.72
Bill	06/11/2026	5163 746 4082	Eversource	TT B10 Service 04/20/26-05/28/26	Truman Terrace	100.38
Bill	06/26/2026	5115 336 4062	Eversource	TT B5 Service 05/27/26-06/25/26	Truman Terrace	69.42
Bill	06/26/2026	5116 536 4027	Eversource	BT A2 Service 05/27/26-06/25/26	Buckingham Terrace	28.20
Bill	06/26/2026	5121 526 4052	Eversource	BT E6 Service 05/27/26-06/25/26	Buckingham Terrace	34.34
Bill	06/26/2026	5144 889 3081	Eversource	CR Service 05/27/26-06/25/26	Country Ridge	19.49
Bill	06/26/2026	5151 256 4030	Eversource	TT C13 Service 005/27/26-06/25/26	Truman Terrace	33.33
Bill	06/26/2026	5193 646 4072	Eversource	BT B-5 Service 05/27/26-06/25/26	Buckingham Terrace	140.02
Bill	06/26/2026	5760 163 0056	Eversource - Gas	CR Service 05/28/26-06/25/26	Country Ridge	167.45
Bill	06/11/2026	summerpicnic2 BT	Frankie's Catering	summer picnic balance	Buckingham Terrace	797.00
Bill	06/11/2026	summerpicnic2 CR	Frankie's Catering	summer picnic balance	Country Ridge	797.00
Bill	06/11/2026	summerpicnic2 TT	Frankie's Catering	summer picnic balance	Truman Terrace	797.00
Bill	06/11/2026	summerpicnic3 BT	Frankie's Catering	summer picnic gratuity	Buckingham Terrace	150.00
Bill	06/11/2026	summerpicnic3 CR	Frankie's Catering	summer picnic gratuity	Country Ridge	150.00
Bill	06/11/2026	summerpicnic3 TT	Frankie's Catering	summer picnic gratuity	Truman Terrace	150.00
Bill	06/24/2026	HG00138239	Housing Authority Risk Retention Group	7/1/2026-7/1/2027 HARRG-126054-260347-2026 Comm Liab	All	10,365.00
Bill	06/24/2026	HP00139427	Housing Insurance Services, Inc.	07/01/26- 07/01/2027 HAPI-126054-260348-2026 Comm Prop & Terrorism	All	27,784.00
Bill	06/06/2026	10306 BT	Lawnkeepers LLC	Fertilization & grub control	Buckingham Terrace	705.00
Bill	06/06/2026	10307 CR	Lawnkeepers LLC	Fertilization & grub control	Country Ridge	845.00
Bill	06/06/2026	10308 TT	Lawnkeepers LLC	Fertilization & grub control	Truman Terrace	549.00
Bill	06/11/2026	328223	Millette Pest Control LLC	TT pest service	Truman Terrace	590.00
Bill	06/22/2026	328347	Millette Pest Control LLC	TT C-2 pest service	Truman Terrace	125.00
Bill	06/15/2026	07881-138731-01-1	Optimum	BT Service - 06/15/26-07/14/26	Buckingham Terrace	292.42
Bill	06/15/2026	07881-134130-01-9	Optimum	CR Service - 06/15/26-07/14/26	Country Ridge	337.62
Bill	06/15/2026	07881-138730-01-3	Optimum	TT Service - 06/15/26-07/14/26	Truman Terrace	292.42
Bill	07/01/2026	6161	Propertyworx LLC	July 2026 management services	All	7,352.00
Bill	07/01/2026	070126	Sashoy.Redmond-RSC Funds	funding for RSC activities	All	450.00
Bill	07/01/2026	0603325111BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	482.05
Bill	07/01/2026	0603325112CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	482.05
Bill	07/01/2026	0603325110TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	553.91
Bill	06/24/2026	1020740 062426	Watertown Fire District	TT monthly service	Truman Terrace	398.93
Bill	06/09/2026	5346	Worxshop LLC	May 2026 - Maintenance & Repairs BT	Buckingham Terrace	1,787.50
Bill	06/09/2026	5347	Worxshop LLC	May 2026 - Maintenance & Repairs CR	Country Ridge	1,267.50
Bill	06/09/2026	5348	Worxshop LLC	May 2026 - Maintenance & Repairs TT	Truman Terrace	4,728.75

81,946.81



New Business



Old Business



Property Manager Report

Avaliable units as of 7/8/2026

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge 0			
Buckingham Terr. 3			
	D-1	Needs work to be done.	Unit is being fixed and painted.
	D-3	Needs paint and cleaning	Unit needs to be cleaned out and painted,
	B-5	Needs cleaning	Actively showing unit.
Truman Terr. 1			
	C-13	Actively showing	Last applicant refused at last minute as she was moving in July.

Watertown Housing Authority - Work Orders

Entered Date	Status	Description	Address1	NoteDate	Notes
06/15/2026	Complete	Need to replace refrigerator.	BT Apt. B-3	06/15/2026	Ordered a new fridge but resident refused due to door opening on wrong side plus was warm to the touch on both sides. She was worried about it catching fire. I explained it wouldn't but she still didn't want it. I reordered new fridge due to the defect. I put back the old fridge at the request of
06/15/2026	Complete	Replace toilet and vanity.	BT Apt. A-3	06/15/2026	Completed the toilet and vanity exchange. Also replaced rusted out heater in bathroom.
06/15/2026	Complete	Need to fix shower handle holder and replace light bulbs in living room.	CR Apt. 21	06/24/2026	Had plumber come up and fix spigot.
06/15/2026	Complete	Need to fix hanging stove vent.		06/17/2026	Fixed hanging stove vent.
06/16/2026	Complete	Fix front siding on building that is falling off.	CR Apt. 23	06/29/2026	Fixed siding falling off in front of building.
06/16/2026	Complete	Check timer in community center for AC not turning	TT	06/29/2026	Checked timer and is working correctly.
06/16/2026	Complete	Fix leg on bathroom sink.	CR Apt. 27	06/24/2026	Went in to fix legs on sink. Will replace with a vanity at a later date so resident doesn't have this issue again in the future.
06/16/2026	Complete	Need to put out lawn furniture at community hall for residents.	BT	06/17/2026	Put out lawn furniture.
06/16/2026	Complete	Need to put out lawn furniture at community hall for residents.	CR	06/17/2026	Put out lawn furniture.
06/16/2026	Complete	Need to put out lawn furniture at community hall for residents.	TT	06/17/2026	Put out lawn furniture.
06/16/2026	Complete	Need to check why water is coming into kitchen from outside of building in corner.	CR Apt. 6	06/29/2026	Checked where water from outside was coming in. The front gutter was clogged. The guys from 3I's came and cleaned out all the gutters.
06/29/2026	Open	Put down speed bumps.	BT	06/29/2026	Put down speed bumps.
06/29/2026	Open	Need to fix kitchen ceiling in unit due to water heater leak from upstairs.	TT Apt. C-14	06/29/2026	Need to fix kitchen ceiling in unit due to water heater leak from upstairs.
06/29/2026	Open	Need to check for water leaking out from bathroom vent when it rains.	CR Apt. 23	06/29/2026	Need to check for water leaking out from bathroom vent when it rains.
06/29/2026	Open	Put down speed bumps.	CR	06/29/2026	Put down speed bumps.
06/29/2026	Open	Put down speed bumps.	TT	06/29/2026	Put down speed bumps.
06/29/2026	Open	Need to fix water damage flooring due to faulty water	TT Apt. C-7	06/29/2026	Need to fix water damage flooring due to faulty water heater.
06/29/2026	Open	Light bulb in bathroom needs to be replaced.	CR Apt. 34	06/29/2026	Light bulb in bathroom needs to be replaced.
06/29/2026	Open	Need to put down mouse traps in unit.	CR Apt. 16	06/29/2026	Need to put down mouse traps in unit.