

**WATERTOWN HOUSING AUTHORITY  
1091 Buckingham Street  
Watertown, Ct 06795**

**Regular Meeting Monday, November 8, 2023  
Truman Terrace, 10:00 A.M.**

**MINUTES**

A regular meeting was held by the Housing Authority on Wednesday, November 8, 2023 at Truman Terrace – 6:00 p.m.

Chairwoman Janelle Wilk called the meeting to order 6:01 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman  
Dan DiVito – Vice Chairman  
Denise Russ – Commissioner  
Vacant

Absent: Sharon Pratt – Resident Commissioner

Others Present: Russ Antonacci - Manager  
Lori Finke, Property Manager

A motion made by Janelle Wilk and seconded by Dan DiVito to add to the agenda 3 New Business a. Budget Projections, 6b Discussions and possible action on the window seals for Buckingham Terrace and 6c. Discussion and possible action RSC search steps and 7 will be Old Business.

Motion passed unanimously

Vice Chair Dan DiVito last season I had talked about the heat here, it was constantly running so I turned off the breaker, did we resolve that.

Lori Finke, Property Manager answered it was resolved.

2. Chairwoman's Report – Janelle Wilk reported: I hope everyone has a nice Thanksgiving. I am going to make this short and sweet everything I have to say is on the agenda this evening.

I would like to thank Sharon Pratt and Lori for organizing this year's holiday meals. We are having our holiday meal done by Corky Plourde this year. The menu looks delicious I am sad that I will not be here to enjoy your festive meal and I do hope that everyone has a safe and happy Thanksgiving.

Vice Chair Dan DiVito I just want to add, we should give a thank you to Russ for removing the AC's.

3. Approval of Minutes
  - a. Special Meeting, September 25, 2023

A motion was made by Denise Russ, and seconded by Dan DiVito to accept the Special meeting minutes of September 25, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for October 2023
  - a. October 2023

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the bills for October 2023.

By voice vote the motion was passed unanimously

- b. November 2023

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the bills for November 2023.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke reported:

- a. Available Apartments – Country Ridge - is full, Buckingham Terrace - 2 available and Truman Terrace - 2 available.
- b. Work Orders – 116 closed since August 1<sup>st</sup> to September 29<sup>th</sup>.
- c. Application process is now open – received 13 applications and mailed out 4.

Chairwoman Janelle Wilk stated that blank applications are on the internet and I wanted to thank Lisa Cattaneo for her help with the template.

Lori Finke thanked Terry Simpson for her help in adding the application, pictures, and information onto the WHA website.

6. New Business

- a. Budget Projections – reviewed the handout to the commission.
- b. Discussions and possible action on the window seals for Buckingham Terrace – a scope of work was presented regarding 50% of the windows for replacement of the glass and the seals, we need to put an ad in the paper to get the process started.

It was noted to have a manufacturer's warranty on the new glass and what the terms are.

Chairwoman stated they would be sealed bids, time stamped and they would be opened in public.

A motion was made by Denise Russ, and seconded by Dan DiVito to be put it in the newspaper.

By voice vote the motion was passed unanimously

- c. Discussion and possible action RSC search steps

Russ Antonacci, Property stated Janice the RSC gave her 2 weeks' notice to Western. Western does not have a candidate they can replace Janice with and they would have to do a search and we can also do our own search. Mr. Antonacci reviewed steps to the commission for the search.

A motion was made by Dan DiVito, and seconded by Denise Russ to approve the RSC search.

By voice vote the motion was passed unanimously

7. Old Business

- a. The window rebate check of \$43,099.51 has been received and deposited in the WHA account.
- b. Fence at Country Ridge has been installed. Buckingham Terrace will be installed during the week of November 6, 2023. Fence for Buckingham Terrace has been delayed and Russ Antonacci will call them Monday.
- c. Discussion and possible action for cameras to be installed at all three sites.

Chairwoman Janelle Wilk talked about putting cameras in ideal locations at the three sites.

It was asked who was going to monitor the cameras.

It will be open for conversation at future meetings.

8. Resident Commissioner Report – no report, at this time.

9. Public Participation

Gerry Gilber spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 6:55 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority