



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
December 10, 2025





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting
Country Ridge
December 10, 2025 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Truman Terrace, November 12, 2025
4. Approval of bills paid for
 - a. December 2025
5. New Business
 - a. Discussion and possible action on WHA 2026 meeting dates
 - b. Discussion and possible action for monthly RSC money, from \$300 to \$400 per month
 - c. Discussion and possible action on WHA Budget
6. Old Business
 - a. Discussion and possible action on Grievance Policy
7. Property Manager's Report
8. Resident Service Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment

Regular Meeting Wednesday, November 12, 2025
Truman Terrace 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, November 12, 2025, at Truman Terrace – 6:00 P.M.

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

1. Roll Call

Members Present:

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

Members Absent: None

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

2. Chairwoman's Report

Janelle Wilk mentioned that the existing Agenda will need a couple of changes. They are as follows:

#5 New Business

- 5a. Discussion and possible action on Grievance Policy
- 5b. Discussion and possible action to address falling rocks from the hill by the circle/community center at Truman Terrace.

Happy November! I want to use my time for my Chair report tonight to address a couple of things that were brought to my attention.

This past month I noticed that our flags at Buckingham Terrace and Country Ridge were torn and tattered. I had asked Lance and Lori if they could please replace all three flags. The appropriate flags and flag size were ordered for each site and were replaced. The flag sizes match the poles that each flag is on.

It was also brought to my attention that some residents are helping other residents out with their energy assistance and other personal paperwork and that's fine. I have said this before when someone made a comment last year when Sharon Pratt was helping other residents out with their personal paperwork. If a resident feels comfortable and wants to share their personal information with that

person, it is their right. That has nothing to do with Watertown Housing Authority. This also means the residents are responsible for their own paperwork.

3. Approval of Minutes

a. Regular Meeting – Buckingham Terrace, October 8, 2025

Chair Janelle Wilk asked for a motion to approve the Minutes from the regular meeting held on October 8, 2025.

A motion was made by Denise Russ, and second by Dan DiVito to approve the Regular meeting minutes of October 8, 2025.

Discussion: none.

Aye: Wilk, DiVito, Russ, Mucciarone

Nay: 0

Abstain: Pratt

Motion Carries

4. Approval of bills paid in November 2025

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

Denise Russ questioned why there were two payments for minutes. One to Mindi and one to Lori. Janelle explained that Mindi did the minutes for one month and the following month Lori covered for Mindi who was on vacation.

Denise Russ questioned the increase to \$400.00 for the RSC monthly check. Russ A answered by saying that the increase was made because of the increase in the price of groceries. Also, there was enough money in the approved budget from December 2024 to cover \$400.00 per month. Denise Russ didn't remember the Commission voting on the increase and Janelle Wilk agreed and said that she had the same question when the increase happened.

Denise Russ asked why there were five payments for the maintenance hours. Russ A explained that the billing overlapped for October and November.

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

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

Discussion: none.

Aye: Wilk, DiVito, Russ, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

5. New Business

a. Discussion and possible action on Grievance Policy

Chair Janelle Wilk explained that the current Grievance Policy has one person who will hear the grievance as a one-on-one interview. Janelle would like to have a discussion on this policy and take action at the next meeting. Janelle would prefer to have two commissioners perform the interview instead of one.

Denise Russ was concerned that if there were two commissioners and they did not agree that may be there should be three commissioners involved.

Sharon Pratt said that she is speaking for the tenants. The tenants feel that there would be too many people if a change were made. They do not want to talk to a group of people, just one. They feel that if there was a group of commissioners, then they may not file the grievance.

Sharon Pratt said that the tenants feel the policy has worked in the past and would like to see it stay the same. Sharon feels that the commission should do what is best for the tenants. The tenants feel that if they need to meet with more than one commissioner then they should just bring up their grievance at the monthly meeting.

Dan DiVito asked if this is the current Grievance Policy and is there a reason this is coming up now. Janelle Wilk said that this is the current policy, but she feels that it should be reviewed to see if any changes are necessary.

Russ A gave a suggestion that if the interview stays one-on-one, then possibly the meeting can be recorded or videotaped. Videotaped didn't seem to be a good way to go but possibly recording the meeting would be

acceptable. This recording would only be needed if there was a disagreement between the two parties and once resolved the recording could be deleted.

Denise Russ questioned who handles grievances now.

Sharon Pratt said that through the 20 years that she has been at the WHA there have been only two grievances. Sharon said that she normally tries to put out the fires before they begin. The two grievances that Sharon remembers over the 20-year period were managed by Mr. Raimo. Mr. Ramio went into the apartments for the one-on-one interview. Mr. Raimo would make his decision within seven days and get back to the tenant that filled out the grievance.

Sharon Pratt explained that this is how it was always managed. Currently, if a tenant goes to her and explains that they want to fill out a grievance, Sharon gives them the paperwork. This then needs to be passed on to the Commission.

Sharon Pratt does not have a problem with changes to the policy but the tenants do not want to go in front of a group of people. Sharon stated that the result does not always go in the tenant's direction. Sharon said that she recently was given three grievances. One person backed out, and Sharon asked that the other two hold off until the policy was reviewed. Sharon does not want to see any friction between the Commission and the tenants.

Chair Janelle Wilk wanted everyone to be aware of the grievance policy and felt it is good to have a discussion about the policy.

Dan DiVito motioned that the discussion on the grievance policy be tabled until the next meeting. Peter Mucciarone seconded the motion.

- b. Discussion and possible action on to address falling rocks from the hill located by the circle/community center at Truman Terrace.

Chair Janelle Wilk explained that there have been rocks that have fallen from the hill next to the circle/parking lot by the community center.

Denise Russ suggested that Jerry Lacowski be contacted to give recommendations on how to avoid any more issues from the hill.

6. Resident Service Coordinator Report

a. No report.

Russ Antonacci had two items to report on at this time.

- The state of Connecticut is asking to have a Radon Test performed on all 40 units at Country Ridge. Russ has spoken to the consultant (Peter) on the small cities project about this test. Peter reached out to the Torrington Health Department who has individuals that can perform this test without hiring a Professional Environmental Company. Russ will be following up with Peter to schedule the radon testing.
- Russ does not think that the kits will cost the housing authority any money. This is a simple test that will require a kit being left in each apartment for a minimum of 3 days. They will then be retrieved and sent out for testing.
- Russ feels that this test is another box on the check list and shows that the state is moving forward. Russ will be asking Peter to check and see if there is anything else that the state may require before releasing the funds. Russ's hope is that we can be proactive on any other requests that the state may have going forward.

Russ mentioned that the Procurement Policy should be reviewed but not at this meeting.

Russ mentioned this so that the commission can begin thinking about better ways to put projects out to bid. The current listing in newspapers and the housing authority's website isn't working anymore. As we have seen in the past year, there were cases where the WHA only received one bid per project. Russ would like to see if there are other ways to get the information out to contractors when WHA is requesting bids on projects.

Chair Janelle Wilk mentioned that there are policies that need to be updated. This is being tabled for further discussions.

7. Resident Commissioner Report

- a. Sharon is speaking on behalf of Truman Terrace. Truman Terrace's layout is different than the other two communities. Truman Terrace has two story buildings where Country Ridge and Buckingham Terrace are one level.

The current problem is a noise issue from the television on a lower level apartment. The television is mounted on a shared wall.

Sharon is asking the commission if tenants should be able to continue hanging their televisions on the walls. This noise travels on both sides of the apartment and upstairs/downstairs.

Russ suggested that if a piece of insulation board is installed on the wall before the television is mounted, that should buffer any noise. The insulation board can be purchased easily.

Sharon said she didn't have a problem with trying the insulation board.

Janelle said that if this works then going forward any tenant installing a television on the wall must use the insulation board.
If this does not work, then the television will need to be taken off of the wall.

Denise asked who would be responsible for paying for this insulation board. The commissioners agreed that the tenant would be responsible for purchasing the material.

8. Public Participation

Diane Lautenschlager	TT B-2 spoke
Bill Damicis	TT C-20 spoke
Gerry Gilbert	TT A-2 spoke
Sam Orsini	TT B-9 spoke
Karen Whitten	TT C-4 spoke

Motion to adjourn meeting at 7:02 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt, Resident Commissioner
Watertown Housing Authority

12/6/2025

10:45 AM

Watertown Housing Authority

Accounts Payable

December 2025

Type	Date	Num	Name	Memo	Location	Amount
Bill	11/10/2025	TT 13	3J's Painting LLC	TT 13 paint&prep	Truman Terrace	2,330.00
Bill	11/05/2025	2310850	Ace Hardware	monthly charges	Truman Terrace	35.96
Bill	11/06/2025	2310863	Ace Hardware	monthly charges	Buckingham Terrace	54.88
Bill	11/07/2025	2310869	Ace Hardware	monthly charges	Buckingham Terrace	35.06
Bill	10/27/2025	2310763	Ace Hardware	monthly charges	Country Ridge	24.28
Bill	11/10/2025	2310884	Ace Hardware	monthly charges	Country Ridge	46.25
Bill	11/11/2025	2310893	Ace Hardware	monthly charges	Buckingham Terrace	14.39
Bill	11/13/2025	2310904	Ace Hardware	monthly charges	Buckingham Terrace	31.12
Bill	11/13/2025	2310902	Ace Hardware	monthly charges	Country Ridge	22.49
Bill	11/14/2025	2310912	Ace Hardware	monthly charges	Country Ridge	6.29
Bill	11/21/2025	2310984	Ace Hardware	monthly charges	Truman Terrace	21.59
Bill	11/22/2025	2310998	Ace Hardware	monthly charges	Country Ridge	93.57
Bill	11/30/2025	1JGC-TTWY-FJJF	Amazon.com	paper goods	All	324.59
Bill	11/30/2025	T4W3-D4XY	Amazon.com	prelit Christmas tree	Country Ridge	99.99
Bill	11/29/2025	1QYM-T43M-XCRQ	Amazon.com	paper goods	All	70.99
Bill	11/03/2025	520036	Complete LLC	monthly contracted services, inc Oct true up	All	7,916.66
Bill	12/01/2025	520060	Complete LLC	monthly contracted services	All	7,333.33
Bill	11/12/2025	11608	DJ Melodia Plumbing & Heating	BT D-4 - replaced tub spout	Buckingham Terrace	99.25
Bill	11/17/2025	11610	DJ Melodia Plumbing & Heating	CR 12 emergency call no heat	Country Ridge	1,438.50
Bill	10/31/2025	24791	Eagle Environmental Inc	CR limited Phase II Environmental site assessment	Country Ridge	5,140.00
Bill	12/01/2025	251201496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	10/24/2025	51138183082	Eversource	New Summary billing 09/25/25-10/24/25	All	1,852.40
Bill	12/04/2025	xmas25	Home Town Pizza	Christmas dinners	All	1,774.50
Bill	11/15/2025	07881-138730-01-3	Optimum	TT Service - 11/15-12/14/25	Truman Terrace	287.64
Bill	11/15/2025	07881-134130-01-9	Optimum	CR Service - 11/15-12/14/25	Country Ridge	317.30
Bill	11/15/2025	07881-138731-01-1	Optimum	BT Service - 11/15-12/14/25	Buckingham Terrace	277.64
Bill	12/04/2025	INV-2852	Padgett Business Services	accounting services	All	292.50
Bill	12/03/2025	4Q25	Paradise Pizza	pizza and soda for quarterly lunch	All	292.11
Bill	11/21/2025	112125	Petty Cash	office supplies	All	272.77
Bill	11/11/2025	1918	Pilicy & Ryan, PC	Freedom of information act	All	325.00
Bill	12/01/2025	5806	Propertyworx LLC	Dec 2025 management services	All	7,138.00
Bill	12/01/2025		RSC funds	funding for RSC activities	All	400.00
Bill	10/29/2025	60161954	Stewart & Stevenson Power Products	service call	Country Ridge	900.00
Bill	11/21/2025	0603269411BT	USA Hauling & Recycling Inc	BT 20yd container	Buckingham Terrace	50.00
Bill	11/21/2025	0603269412CR	USA Hauling & Recycling Inc	CR 20yd container	Country Ridge	50.00
Bill	11/21/2025	0603269410TT	USA Hauling & Recycling Inc	TT 20yd container	Truman Terrace	50.00
Bill	11/30/2025	0603271546BT	USA Hauling & Recycling Inc	BT 20yd container and haul charge	Buckingham Terrace	755.00
Bill	11/30/2025	0603271547CR	USA Hauling & Recycling Inc	CR 20yd container and haul charge	Country Ridge	755.00
Bill	11/30/2025	0603271545TT	USA Hauling & Recycling Inc	TT 20yd container and haul charge	Truman Terrace	755.00
Bill	12/01/2025	0603266450BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	12/01/2025	0603266451CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	12/01/2025	0603266449TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	11/24/2025	1020740 112425	Watertown Fire District	TT Service 10/15-11/14/25	Truman Terrace	398.58

 43,563.09



New Business

2026

WATERTOWN HOUSING AUTHORITY

JANUARY 14

6:00 P.M. Buckingham Terrace

FEBRUARY 11

6:00 P.M. Truman Terrace

MARCH 11

6:00 P.M. Country Ridge

APRIL 8

6:00 P.M. Buckingham Terrace

MAY 13

6:00 P.M. Truman Terrace

JUNE 10

6:00 P.M. Country Ridge

JULY 8

6:00 P.M. Buckingham Terrace

AUGUST 12

6:00 P.M. Truman Terrace

SEPTEMBER 9

6:00 P.M. Country Ridge

OCTOBER 14

6:00 P.M. Buckingham Terrace

NOVEMBER 11

6:00 P.M. Truman Terrace

December 9

6:00 P.M. Country Ridge

WHA BOARD MEMBERS

Janelle Wilk – Chairwoman

Dan DeVito – Vice Chairman

Sharon Pratt – Treasure/Secretary

Denise Russ – Commissioner

Peter Mucciarone – Commissioner



Property Manager Report

Available units as of 12/08/2025

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1	33	Needs paint and flooring.	Will show after work is done.
Buckingham Terr.			
1	B-5	Needs paint and cleaning.	Will show after work is done.
Truman Terrace			
3	A-8	Needs paint and cleaning	Will show after work is done
	C-13	Finishing cleaning.	Showing unit but no takers.
	C-11	All work is done.	Showing unit but no takers.

Watertown Housing Authority - Work Orders

Entered Date	Status	Note Date	Description	Address1	Notes
11/12/2025	Complete	11/12/2025	Went and emptied out mouse trap and put back in place.	CR Apt. 27	Removed mouse from trap and put back in place.
11/13/2025	Complete	11/18/2025	Need to swap out fridge not working.	TT Apt. B-8	Swapped out fridge.
11/19/2025	Complete	11/20/2025	Need to set up mouse traps in unit.	CR Apt. 27	Emptied traps and put back in place.
11/19/2025	Complete	11/20/2025	Need to change out front large burner on stove.	CR Apt. 28	Fixed large front burner on stove.
11/19/2025	Complete	11/20/2025	Need to replace light bulb in kitchen.	BT Apt. C-4	Replaced light bulb in kitchen.
11/19/2025	Complete	11/20/2025	Need to check kitchen faucet making noise.	CR Apt. 17	Fixed noise coming from kitchen faucet.
11/19/2025	Complete	11/20/2025	Need to fix bathroom faucet handle that is loose.	CR Apt. 23	Fixed handle on faucet that was loose.
11/20/2025	Complete	11/21/2025	Need to replace large blind in living room that is broken.	BT Apt. C-8	Changed blind in living room.
11/20/2025	Complete	11/20/2025	Need to fix cove base falling off at entrance.	BT Apt. B-3	Fixed cove base falling off and unclogged bathroom sink and shower wand cleaned. Plus removed hose from spigot outside.
11/20/2025	Complete	11/21/2025	Need to check dryer vent in CC.	CR	Need to refit dry vent hose behind wall and change broken hoses.
11/20/2025	Complete	11/21/2025	Need to put on the winter covers for the spigots.	TT	Put on all spigot covers.
11/20/2025	Complete	11/21/2025	Need to rebait the rat/mouse station around the property.	TT	Went around and and rebaited all traps stations.
11/25/2025	Complete	11/26/2025	Went to set up mouse traps in unit.	BT Apt. D-4	Went to put down traps in unit for mice.
11/25/2025	Complete	11/26/2025	Need to replace Fridge that is no longer working at CC.	TT	Went and removed old fridge and replaced it with new one. Also had to modify the space due to the fridge being lager then the previous one.
12/01/2025	Complete	12/03/2025	Need to check bathroom sink that is going down slow.	BT Apt. E-8	Went and unclogged bathroom sink. Also checked noise coming from utility closet on side of building.
12/01/2025	Complete	12/03/2025	Need to check freezer not working.	TT Apt. B-8	Had to switch the fridge twice due to second one not working.

Watertown Housing Authority - Work Orders

Entered Date	Status	Note Date	Description	Address1	Notes
12/03/2025	Complete	12/04/2025	Need to go set mouse traps in unit.	CR Apt. 8	Set-up more traps in unit.
12/04/2025	Complete	12/04/2025	Need to go check gutter down spout leaking off the side.	TT	Went to HD to purchase new down spout. Tried clearing clog but needed to call American Rooter.
12/04/2025	Complete	12/04/2025	Went to put out salt pals for the season.	BT	Went to put out salt pals.
12/04/2025	Complete	12/04/2025	Need to put out salt pals for the season.	CR	Went to put out salt pals.
12/04/2025	Complete	12/04/2025	Need to put out salt pals for the season.	TT	Went to put out salt pals.
12/04/2025	Complete	12/09/2025	Need to go check light flickering in bathroom.	TT Apt. C-9	Replaced light bulb in bathroom.
12/04/2025	Complete	12/09/2025	Need to go fix toilet paper holder.	TT Apt. C-17	Fixed toilet paper holder.

Watertown Housing Authority
Variance Request

COMMUNITY: Truman

Unit Number: B9

Date Submitted: 11/21/2025

First Name: Jam

Last Name: Orsing

Home Phone: _____

Cell Phone: 203-578-6976

-----Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

Would like to put in a ring door bell on
my front door.

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.



Resident Signature:

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:



Old Business