

**WATERTOWN HOUSING AUTHORITY**  
**Minutes**  
**Regular Meeting: Wednesday, February 9, 2022**  
**VIA Zoom Meeting – 6:00 P.M.**

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ – Commissioner (left 6:58)  
Carmine Verno – Commissioner (left 6:58)

Other Present: Russell Antonacci – Interim Manager  
Lori Finke – Interim Property Manager

2. Election of Officers

I am going to turn this over to Russell Antonacci.  
Russell Antonacci asked for nominations for Chairman for the Housing Authority.

Dan DiVito I would like to nominate Janelle Wilk for Chairman.  
Sharon Pratt seconded the nomination.  
All in favor of Janelle Wilk as Chairman.  
Motion passes unanimously

Janelle Wilk is Chairman.

Russell Antonacci turned it over to Janelle Wilk.

Chair Janelle Wilk asked are for nominations for Vice Chair.  
Carmine Verno I would like to nominate Dan DiVito for Vice Chair.  
Denise Russ seconded the nomination.  
Are there any other nominations? Are there any other nominations?  
Hearing none.  
Nominations are closed.  
Motion passes unanimously

Dan DiVito is Vice Chairman

Janelle asked for nominations for Secretary/Treasurer.  
Sharon Pratt I would like to nominate Carmine Verno for Secretary/Treasurer.  
Denise Russ seconded the nomination  
Are there any other nominations? Are there any other nominations? Are there any other nominations?  
Hearing none.

Motion passed unanimously

Carmine Verno is Secretary/Treasurer

3. Chairwoman's Report – Acting Executive Director

Janelle Wilk reported: I am wishing everyone well. We are going in the right direction with the numbers going down for COVID and hopefully we are able see each other and to do some fun things for our Watertown Housing Authority. Enjoy the nice weather we are having and have a Happy Valentine's Day.

4. Approval of Minutes

a. Special Meeting VIA Zoom – December 29, 2021

A motion was made Denise Russ, and seconded by Dan DiVito to accept the minutes for the Special Meeting for December 29, 2021.

By voice vote the motion was passed unanimously

b. Special Meeting VIA Zoom – January 25, 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to accept the minutes for the Special Meeting for January 25, 2022.

By voice vote the motion was passed unanimously

c. Special Meeting VIA Zoom – January 24, 2022

A motion was made Carmine Verno, and seconded by Sharon Pratt to accept the minutes for the Special Meeting for January 24, 2022.

By voice vote the motion was passed unanimously

5. Approval of bills paid for:

A. January 2022

A motion was made Carmine Verno, and seconded by Dan DiVito to approve bills for January 2022.

By voice vote the motion was passed unanimously

B. February 2022

A motion was made Denise Russ, and seconded by Sharon Pratt to approve bills for February 2022.

By voice vote the motion was passed unanimously

6. Property Manager's Report

Russell Antonacci reported:

- a. 2021 Year-end Financials – *to be produced and published 2/9/2022.* – The financials are broken down with operating expenses for each community & how each property is performing.

The commission asked for comparison of past years in regards to information.

- b. Reintroduction of discussion regarding FDC insurance of funds. – Mr. Antonacci review Option A and Option B with the commission.

Option A: Take the cash assets breaking it down into 34 sections leaving \$78,000 in our operating account at Thomaston Savings Bank then take the remaining balance spread it evenly across the 3 communities and to provide each community with \$720,000 in reserve. Then we can break it down in 3 accounts for each community capital reserve by opening up an account and putting in \$240,000. We would pick the 3 accounts that would represent Truman Terrace, Buckingham Terrace and Country Ridge. We will have 9 accounts in our capital reserve money and our reserve will be less than \$250,000 having all of our cash being insured in case something was to happen to the banking system.

Option B: State of Connecticut's Treasurer Short Term Investments Fund and we would be investing our money, it has a AAA rating and we would basically give money to the Treasurer of the State of Connecticut and they use the fund as an investment fund for the State of Connecticut having earnings. We would be getting monthly, quarterly and annual reports and have online access to make deposits and withdrawals as needed. I would have to do more research if the commission picks this Option.

The consensus of the commission is Option A and if the commission needs to look at other options at a later point when more is known.

A motion was made Carmine Vero, and seconded by Janelle Wilk to go with Option A.

By voice vote the motion was passed unanimously

- c. Review of proposals from architects and engineers – *to be produced and published*  
2/9/22

Four proposals received from Architects:

1. Kenneth Boroson, New Haven
2. O' Riorodan Migani, Seymour
3. QA & M Architecture, Farmington
4. AEPMI, Watertown

The commission will review the documents looking at the criteria and having a more in-depth discussion at the next meeting. The next step would be to set up a short list and start interviews.

- d. Vacancy Updates – 2 open units and at the end of February we are going to have two more for Truman Terrace.
- e. Work Order Updates – There are 36 work orders with 25 completed.

## 7. New Business

- a. Discussion and possible action on internal washing machines - It has been brought to the commission's attention a request to put in a washing machine in their unit. It would be a portable machine hooked up to the sink. There was a concern about flooding if you did not keep an eye on it with the emptying of water. It was discussed having it as a variance request on a case-by-case basis, to have it done professionally and for a permanent machine at their expense. The commission will bring back to the March meeting for more discussion will the full commission.

A motion was made Janelle Wilk, and seconded by Sharon Pratt to table.

By voice vote the motion was passed unanimously

- b. Discussion about surveillance cameras. – It was noted that there was nothing to make the commission talk about it with an incident that might have happened. It is a thought going with the times that it would be for the best for security cameras in the common areas for the housing authority and residents.

A statement was made about security cameras being okay but they don't prevent crime. What they do is allow is you to witness the crime being committed to help you gain

information. There was a question about procedures, protocol, what the expectations would be and to have a policy and procedures in place.

The commission will review the information and revisit this at the next meeting.

There were discussions about Ring Doorbells outside your door for viewing the hall. They are removable, not permanent and easy to hookup and use. It was noted any change to the exterior of the building would need a variance request that it is conforming and done properly.

A note was made to put a memo out for the Ring Doorbell you would have to a variance request for it.

#### 8. Old Business

- a. Follow up on WHA Handbook. – There was one question about clarification on the issue of smoking in your vehicles on the property. The Chair will call Franklin Pilicy to get a legal opinion and have that the commission review the handbook.
- b. Follow up on Truman Terrace thermostat and Call-to-Aide switches. – It is one hundred percent completed.
- c. Discussion and possible action regarding community rooms. – The consensus of the commission is to leave it the same way until the March meeting for discussion.

9. Public Participation – none.

10. Adjournment – The meeting adjourned 7:30 at p.m.

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Janelle Wilk, Chairwoman/Acting Executive Director  
Watertown Housing Authority