

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

**Meeting Wednesday, August 14th 2024
Truman Terrace, 6:00 P.M.**

MINUTES

A meeting was held by the Housing Authority on Wednesday, August 14, 2024 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:11 P.M..

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
Dan DiVito – Vice Chairman (Via Phone @6:20))
Sharon Pratt – Resident Commissioner
Peter Mucciarone – Commissioner
Denise Russ – Commissioner

Absent:

Others Present: Russell Antonacci – Manager
Lori Finke, On-Site Property Manager

2. Chairwoman’s Report

Chair Janelle Wilk reported: “Happy August” I hope everyone is having a nice summer. I would like to make a motion to be made to add to the agenda under #5 New Business Section A. “Discussion about code of conduct for Board Members, Property Management, all employees, meeting conduct, roll of Board Members, conduct between Board Members, and conduct between Residents and Board Members.” May I have a motion to add this to the agenda?

A motion was made by Sharon Pratt, and seconded by Peter Mucciarone.

Chair Janelle Wilk’s my report will basically be merged into everything I have to say at this meeting.

3. Approval of Minutes

- a. Regular Meeting Country Ridge, June 12, 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the Regular meeting minutes of June 12, 2024.

Discussion: none

Aye: Wilk, Pratt, Russ, Mucciarone

Nay: 0

Abstain: 0

- b. Special Meeting – PropertyWorx Office/Via Zoom July29, 2024, 10:30 A.M.

Motion was made by Sharon Pratt, and second by Peter Mucciarone to approve the Special Meeting minutes of July 29, 2024.

Discussion: none

Aye: Wilk, Pratt, Mucciarone

Nay: 0

Abstain: Russ

4. Approval of Bills

- a. July bills

The first question was regarding the Prime payment for \$140.00. Was this for the ad in the Town Times? Lori responded yes.

The second question was regarding the \$418.60 for newspaper ad. Lori responded that this was for the RSC open position.

The third question was for the amount paid to Worxshop. Lori explained that there was an unknown animal in the attic of a resident of Country Ridge. Four Worxshop employees removed and bagged over 100 garbage bags worth of old insulation that was soiled by the animal(s).

- b. August bills were emailed to the Commissioners.

Question asked regarding the broken window at Truman Terrace. The window was damaged by the lawnmower. Denise Russ asked if Complete would be paying for this damage. Lori responded yes. Ahova, who installed the new windows will be replacing the broken window and Complete will be given the bill.

Motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the August bills.

5. New Business

- a. Chair Janelle Wilk explained to Dan DiVito that a motion was added to the agenda as 5 New Business, Section A. Discussion about Code of Conduct to cover behaviors at meetings.

Janelle explained that she feels a policy should be set in place. Janelle also mentioned that the Board of Education and the Town Council have policy set up for this reason. She mentioned that over all sometimes things get heated and she thinks we should have some kind of rules to respect each other and be good. This is just for discussion at this point.

Dan DiVito asked if we would borrow a policy from one of the other Commissions and then modify it for the Watertown Housing Authority. This will be discussed moving forward over the next few months.

Denise Russ asked if the Commissioners should email Janelle if they had any thoughts. Janelle answered yes.

After a policy is drafted it will be reviewed by the Watertown Housing Authority's attorney.

6. Old Business

Janelle Wilk mentioned that a new set of By-laws were handed out a while ago. It was asked if anyone had thoughts on the new By-laws. It was tabled a long time ago and removed from the agenda. We need to bring this back onto the agenda. The new By-laws were just tweaks from the original to keep up with the times. Executive Director transitioned to a Property Management company so we need to change the By-laws to say and/or ,Executive Director or Property Management Company.

The new By-laws will show that we can either have the Property Management Company or revert, back to Executive Director.

This would be in place so that our attorney's would not have to reinvent the wheel if a change was to be made.

Motion was made by Dan DiVito to approve the new By-laws, and second by Peter Mucciarone. Motion was accepted.

7. Property Management Report

Lori Finke passed out information that was received the morning of this meeting.

Lori explained that there is a local farmers market truck that Jeannine from Social Services helped connect Lori with the director, Michele Morcey of Brass City Harvest. The truck will come to each of the three communities at the WHA. Each stop will be 1 hour long. This will be open to the WHA residents only, not to the public for liability reasons.

Residents can use their FMNP cards, and they also accept SNAP/EBT, cash or credit/debit.

Lori will work with Michele to set up days and times for the truck to come on the properties.

The Farmers Market Truck will run through November 2024.

Lori asked for permission to allow the FMT to come to WHA.

Motion was made to allow the Farmers Market Truck by Denise Russ and second by Dan DiVito.

- a. Available Apartments
 - a. Country Ridge has (1) open apartment that will be filled September 1, 2024
 - b. Buckingham Terrace is full
 - c. Truman Terrace has (1) open apartment that is currently being updated.
- b. Waiting List
 - a. At the end of Business Day on August 15, 2024 the waiting list will be closed.
 - i. There are a total of 129 names on the waiting list
 - b. Chair Janelle Wilk agreed that the waiting list should be closed at this time.
- c. Update on Resident Service Coordinator
 - a. Starting on Sept 10, 2024 we will have a new RSC at the Watertown Housing Authority. Tricia was interviewed by the Commissioners and everyone agreed that she will be a good fit for the WHA residents.
 - i. Tricia has signed up for CHOICES training and will be ready to start on 9/10/24
 - ii. Her schedule will be 8:00 AM – 4:00 PM, Tuesday- Thursday.
- d. Variance Request
 - a. In the commissioner packet was a Variance Request for a resident asking to replace her kitchen ceiling light with a combo light/fan. A request was also made to add power to the living room ceiling and hand a combo light/fan. This would be paid for by the resident and a license electrician would be hired for the job.
 - i. After much conversation about the variance request it was tabled until the commission was able to review the policy of returning any changes made to an apartment prior to moving out.

8. Resident Commissioner Report:

- a. Sharon Pratt reported that she turned over 27 Farmers Market Cards to the Watertown Senior Center.
 - i. The card numbers were documented and a copy was sent to the State of Connecticut, Diana at the Senior Center and Chair Janelle Wilk,
 - ii. When the new RSC is on board a Number can be received from the State in order for the WHA to obtain new Farmers Market cards for next year.

Final comment was made by Dan DiVito:

Dan suggested that it may be time to look, into Solar Panels for the three Community buildings.

Eversource rates continue to rise and if we can cut down on the common electric charges it would help to benefit the residents at the WHA.

Lori will contact Kolisha from CHFA to look, into the possibility of solar.

During an inspection with Kolisha earlier in the summer, Kolisha did mention to Janelle and Lori that solar may be something to consider.

9. Public Participation:

Anthony Raimo TT B-5 Spoke

Sam Orsini TT B-9 Spoke

10. Adjournment

A motion was made by Janelle Wilk and second by Dan DiVito to adjourn at 6:51 P.M.

Janelle Wilk
Watertown Housing Authority