



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

June 10, 2026





Watertown Housing Authority
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Watertown, CT 06795

Regular Meeting
Country Ridge
June 10, 2026 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Special Meeting – Truman Terrace, May 20, 2026
4. Approval of Bills
 - a. Paid for June 2026
5. New Business
 - a. Discussion and possible action on new printers for offices
6. Old Business
 - a. Discussion and possible action on laundry machines
 - b. Discussion and possible action on alarm system for Truman Terrace
7. Property Manager's Report
 - a. Discussion and possible action on window repair project
 - b. Discussion and possible action on moisture, mold and ventilation issues
 - c. Discussion and possible action on Thermostats
8. Resident Service Coordinator Report
9. Resident Commissioner Report
10. Public Participation

**Regular Meeting Wednesday, May 20th, 2026
Truman Terrace 7:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, May 20th, 2026, at Truman Terrace – 7:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:11 p.m.

1. Roll Call

Commissioners Present:

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

Others Present:

Sashoy Redmond
Meg McCormick
Russ Antonacci

2. Chairwoman’s Report

The meeting opened with agenda additions, including "Old Business" and discussion/action on the laundry machine vendor.

Motions were passed to approve April and May 2026 bills.

Minutes from previous meetings referenced for policy consistency.

3. Approval of Minutes

- a. Regular Meeting – Country Ridge, March 20, 2026

Chair Janelle Wilk asked for a motion to approve the minutes of the regular meeting.

A motion was made by Denise Russ, and second by Dan Divito to approve the regular meeting minutes of March 20, 2026.

Discussion: none.

Aye: Wilk, DiVito, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in April and May 2026

Chair Janelle Wilk asked if there were any questions on the bills for March and April 2026

Denise asked if the crab grass contract could be looked into.

Janelle asked for a motion to approve the bills for March and April 2026.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for February 2026.

5. New Business

a. Discussion and possible action on alarm system for Truman Terrace. Alarm system scope & decision to bid

New bid submission process will be via a locked drop box. in Country Ridge. All bid submissions are to be placed in the drop box. Russ and Meg opened the drop box at 6:30 May. The bid count was unknown until the drop box was opened.

Only one bid received; two vendors declined due to RFP being "outside of code."

Plan: Contact vendors to clarify code issues, update RFP, allow resubmission, and hold a special meeting for further review.

Decision: Table opening the current bid until more submissions are possible.

****Action Plan:** Reach out to vendors, update RFP, schedule special meeting, communicate updates to all bidders.

A motion was made by Dan Divito, and second by Sharon Pratt

Discussion: none.

Aye: Wilk, Russ, Pratt, DiVito, Mucciarone

Nay: 0

Abstain:

Motion Carries

b. Discussion was made to open the WHA Waiting List.

1. Currently 30 people remain on the waiting list.

2. 2 strike policy remains. (multiple contact attempts before removal).

Discussion: none.

Aye: Wilk, Russ, Pratt, DiVito, Mucciarone

Nay: 0

Abstain:

Motion Carries

6. Property Manager's Report

- a. Russ Antonacci presented a proposal to possibly replace the current laundry machine vendor.
Current vendor CSC Poor service, delayed response, unnotified price change to \$2.00, out-of-state operations.
Need to review contract review.

Two new proposals received: Automatic Industries and Launderama.
Spreadsheet created to compare service features, machine types, revenue sharing, contract terms, and support.

Discussion Points: Desire to avoid long contracts with poor-performing vendors. Preference for vendors with local service presence.
Importance of keeping laundry costs reasonable for residents.

Both proposals offer card payment options. Automatic Industries offers mobile apps with \$5 pre-loaded card.
Each company's revenue sharing and contract flexibility are discussed.

Decision: Select Automatic Industries, Option 2 (25% of receipts to WHA, \$1.65/cycle), 8-year contract.

****Action Plan:** ** Initiate break of contract and write letter to CSC, arrange for machine swap (CSC may delay removal), notify residents about card balances and transition logistics.

7. Maintenance & Inspections:

Grievance process clarified: Submit sealed grievances in-person; named parties will be notified. Denise will pick up sealed envelope.

Staff hours are clarified. Meg 8:15-12:15

Suggestion: Set a fixed monthly fee for meeting minutes to control costs.

Inspections: Current efforts are focused on hot water tanks due to recent failures. The plan is to proactively replace aging tanks and update the appliance inventory. Truman Terrace is the only complex where hot water tanks need to be inspected.

Discussion: buying hot water heaters in bulk for cost saving measure. Prices are going to increase.

Annual comprehensive inspections preferred by some board members; co-inspections recommended for efficiency and safety.

Discussed: The grant paperwork has been submitted, and it was suggested that residents contact the State Representative to help move the process forward.

8. Resident Service Coordinator Report

Sashoy Redmond presented the RSC update.
Reports of high participation in social events, games, and educational presentations across complexes.

Wellness checks and clutter/safety inspections are ongoing.

Newsletters distributed, but logistical challenges noted (manual delivery, copier limitations).

Suggestions: Explore digital communication (text messaging, email) to save on paper/printing

9. Resident Commissioner Report

Sharon notes that there is higher participation in all complexes. Residents are more engaged.

Newsletters distributed, but logistical challenges noted (manual delivery, copier limitations).

Suggestions: Explore digital communication (text messaging, email) to save on paper/printing

Discussion: Explore reducing TV/cable costs by replacing cable boxes with streaming devices (Fire Stick, Roku) since most residents use internet streaming.

Suggestion: Review cable bills and consider alternate setups to reduce recurring expenses.

Sharon reaffirmed commitment to the board until 2028, addressing concerns about service availability.

Community events and use of funds (Christmas party, site-specific purchases) clarified for transparency.

10. Public Participation & Resident Concerns

The following tenants had comments, questions, or concerns:

- a. Debbie Manly - Country Ridge 13 Spoke
- b. Danato Perugini - Country Ridge 19 Spoke
- c. Gloria Rossi – Country Ridge 20
- d. Nancy Brooks – Country Ridge 4 Spoke
- e. Gerry Gilbert – Truman Terrace A-2 Spoke
- f. Judith Thibeau – Country Ridge 28
- g. Tanya Johnson – Buckingham Terrace D-4 Spoke
- h. Joyce DeMarest - Country Ridge 18 Spoke
 1. About mold in the end apartment in Buckingham Terrace. Discussed finishing the bathroom vent installation and dehumidifiers.
 2. Nancy had concerns about her toilet and stove. Decision will order necessary parts.
 3. Look into what can be done to fix the front door. The sweep is not keeping dirt out.
 4. Ants have been a concern. Look at spreading granular around foundation.

Motion to adjourn meeting at 8:16 PM by Janelle and seconded by Peter Mucciarone.

Decisions Made

- Table alarm system bid opening; pursue more vendor responses.
- Reopen waiting list as per past policy.
- Select Automatic Industries as new laundry vendor (Option 2).
- Continue focused hot water tank inspections and proactive replacements.
- Explore digital communication for notices/newsletters.
- Review TV/cable billing for potential cost savings.

Action Plans

- Contact alarm system vendors, update RFP, and schedule follow-up meeting.

- Start Automatic Industries contract and manage equipment transition.
- Notify residents about laundry card transition.
- Continue hot water tank inspections and develop replacement plan.
- Investigate digital alternatives for community communications.
- Audit TV/cable expenses and propose streaming device alternatives.
- Address maintenance and public concerns as noted.

Sharon Pratt

Sharon Pratt / Secretary
Watertown Housing Authority

6/8/2026

4:27 PM

Watertown Housing Authority

Accounts Payable

June 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	06/01/2026	TT B10	3J's Painting LLC	TT B10 paint&prep	Truman Terrace	2,470.00
Bill	06/01/2026	TT B10 p	3J's Painting LLC	TT B10 paint	Truman Terrace	243.48
Bill	03/11/2026	2310673	Ace Hardware	bathroom fixtures	Buckingham Terrace	88.85
Bill	03/12/2026	23101683	Ace Hardware	cleaner, nuts & bolts	Country Ridge	37.07
Bill	03/17/2026	23101705	Ace Hardware	nute & bolts	Country Ridge	1.95
Bill	03/25/2026	23101783	Ace Hardware	closet rings, nute & bolts	Country Ridge	38.52
Bill	05/12/2026	520248	Complete LLC	Edge and mulch beds	All	6,700.00
Bill	06/01/2026	520290	Complete LLC	monthly contracted services	All	7,333.33
Bill	05/21/2026	052126	Deborah Manley	reimburse - food for community party	Country Ridge	260.00
Bill	05/12/2026	11875	DJ Melodia Plumbing & Heating	CR 14 service call	Country Ridge	1,864.65
Bill	05/12/2026	11874	DJ Melodia Plumbing & Heating	TT C-7 service call	Truman Terrace	2,221.53
Bill	06/01/2026	260601496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	05/27/2026	5115 336 4062	Eversource	TT B5 Service 04/28/26-0527/26	Truman Terrace	69.10
Bill	05/27/2026	5151 256 4030	Eversource	TT C13 Service 04/28/26-05/27/26	Truman Terrace	14.63
Bill	05/29/2026	5144 889 3081	Eversource	CR Service 04/28/26-05/28/26	Country Ridge	23.11
Bill	05/29/2026	5116 536 4027	Eversource	BT A2 Service 04/28/26-05/28/26	Buckingham Terrace	32.06
Bill	06/01/2026	51138183082 05 2026	Eversource	Summary billing 04/28/26-05/28/26	All	1,946.49
Bill	05/29/2026	5760 163 0056	Eversource - Gas	CR Service 04/28/26-05/28/26	Country Ridge	234.73
Bill	05/25/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	2,199.85
Bill	04/16/2026	323913	Millette Pest Control LLC	TT C-2 pest service	Truman Terrace	50.00
Bill	05/19/2026	326137	Millette Pest Control LLC	TT C-2 pest service	Truman Terrace	150.00
Bill	04/28/2026	321642	Millette Pest Control LLC	TT C-2 pest service	Truman Terrace	150.00
Bill	05/15/2026	07881-138730-01-3	Optimum	TT Service - 05/15/26-06/14/26	Truman Terrace	292.42
Bill	05/15/2026	07881-138731-01-1	Optimum	BT Service - 05/15/26-06/14/26	Buckingham Terrace	292.32
Bill	05/15/2026	07881-134130-01-9	Optimum	CR Service - 05/15/26-06/14/26	Country Ridge	337.62
Bill	06/05/2026	9383	PJ Electric, Inc.	CR 1 service call	Country Ridge	245.36
Bill	06/01/2026	6113	Propertyworx LLC	Jun 2026 management services	All	7,352.00
Bill	05/04/2026	050426	Sashoy Redmond	reimburse - Mother's day gift bags	All	95.25
Bill	06/01/2026		Sashoy.Redmond-RSC Funds	funding for RSC activities	All	450.00
Bill	06/08/2026		Sashoy.Redmond-RSC Funds	TT RSC for 2025	Truman Terrace	123.00
Bill	06/08/2026		Sashoy.Redmond-RSC Funds	BT RSC for 2025	Buckingham Terrace	424.00
Bill	05/20/2026	CR	Steven L. Clark	CR rebuild water damaged cabinet	Country Ridge	300.00
Bill	06/01/2026	0603316542BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	06/01/2026	0603316543CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	06/01/2026	0603316541TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	05/26/2026	1020740 052626	Watertown Fire District	TT monthly service	Truman Terrace	466.91
Bill	05/11/2026	5288	Worxshop LLC	Apr 2026 - Maintenance & Repairs BT	Buckingham Terrace	3,282.50
Bill	05/11/2026	5289	Worxshop LLC	Apr 2026 - Maintenance & Repairs CR	Country Ridge	1,446.25
Bill	05/11/2026	5290	Worxshop LLC	Apr 2026 - Maintenance & Repairs TT	Truman Terrace	991.25

43,708.69



New Business



Old Business



Property Manager Report

Available units as of 6/8/2026

Community	Unit #	Condition / Necessary Work	Comments
Country Ridge 0			
Buckingham Terr. 3			
	A-2	Needs cleaning	Tenant moving in 7/1/2026
	D-3	Needs paint and cleaning	Tenant just passed. New tenant moving in July.
	B-5	Needs cleaning	Tenant just passed. Actively showing unit once cleaned out.
Truman Terr. 1			
	B-10	Needs paint and cleaning	Tenant recently passed. Have new tenant moving in once finished.

Watertown Housing Authority - Work Orders - May 10-June 4, 2026

Status	Entered Date	Description	Address1	NoteDate	Notes
Complete	05/26/2026	Need to change light bulb in kitchen over sink.	CR Apt. 24	05/28/2026	Changed out with new light fixture.
Complete	05/28/2026	Need to change out light bulb in front of building.	TT Apt. B-10	05/28/2026	Changed out light bulb in front of building.
Complete	05/28/2026	Need to change out broken blind that won't go up.	BT Apt. D-4	05/29/2026	Replaced broken blind with new one.
Complete	05/29/2026	Need to check both GFI plugs in bathroom and kitchen not working.	CR Apt. 1	06/03/2026	Called electrician to come take a look as other plugs are not working correctly. Gave him all the info and he will setup date and time to come fix the issue.