

WATERTOWN HOUSING AUTHORITY

Regular Meeting

Wednesday, July 8, 2026

Buckingham Terrace

1091 Buckingham Street

Watertown, Connecticut

6:00 P.M.

MINUTES

A Regular Meeting of the Board of Commissioners of the Watertown Housing Authority was held on **Wednesday, July 8, 2026**, at **Buckingham Terrace**, 1091 Buckingham Street, Watertown, Connecticut.

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

1. Roll Call

Chairwoman Janelle Wilk called the roll.

Commissioners Present

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

Others Present

- Russ Antonacci – Principal, Propertyworx
- Meg McCormick – Assistant Property Manager
- Sashoy Redmond – Resident Service Coordinator

Absent

- Denise Russ – Resident Commissioner

Chairwoman Janelle Wilk declared that a quorum was present and asked for a motion that the meeting proceeded in accordance with the published agenda.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

2. Chairwoman's Report

Chairwoman Janelle Wilk welcomed the Commissioners, staff, and members of the public.

Agenda corrections were noted before the meeting proceeded. The revised agenda was uploaded to the Watertown Housing Authority website prior to the meeting, and printed copies were distributed to all attendees.

Commissioners, staff, and members of the public were reminded that a **Freedom of Information Act (FOIA) Refresher Training** will be held on **September 9, 2026, at 5:00 p.m.**

Chairwoman Janelle Wilk also reminded attendees that visitor parking is restricted to designated visitor parking spaces.

3. Approval of Minutes

Regular Meeting – June 10, 2026

Chairwoman Janelle Wilk asked for a motion to approve the minutes of the June 10, 2026, Regular Meeting.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of Bills – July 2026

Chairwoman Janelle Wilk asked if there were any questions regarding the July 2026 bills.

Discussion included a missing payment for preparation of the Board meeting minutes. Staff will follow up to ensure payment is processed.

Chairwoman Wilk asked for a motion to approve the July 2026 bills.

Motion: Dan DiVito

Second: Sharon Pratt

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

5. Old Business

Truman Terrace Fire Alarm System

McCormick updated the Board regarding the revised scope of work after several contractors declined to submit bids because of code concerns. Although several vendors were contacted and the bid was advertised, Sterling Fire & Security remains the only contractor expressing interest in the project.

Staff also reported that an application has been submitted to the Connecticut Department of Administrative Services (DAS) to register the Watertown Housing Authority as a Buyer Organization. Once approved, the Authority will be able to advertise projects through the Connecticut State Contracting Portal, expanding bidding opportunities for future procurements.

Antonacci discussed the importance of balancing procurement requirements with the urgency of completing the life-safety improvements at Truman Terrace. Because only one

qualified contractor has submitted a bid, the Board requested a legal opinion from Pilicy & Ryan, P.C. regarding whether the Authority may proceed with awarding a contract based on a single responsive bid while remaining in compliance with its procurement policy and applicable state regulations.

The Board requested that **Pilicy & Ryan, P.C.** provide a written legal opinion outlining the Authority's options before any further action is taken.

Should the legal opinion conclude that the Authority may proceed with opening and considering a single sealed bid in compliance with applicable procurement requirements, Chairwoman Janelle Wilk will call a Special Meeting via Zoom to review and take action on the bid without delaying the project.

Chairwoman Janelle Wilk asked for a motion to table further action on the Truman Terrace Fire Alarm Project pending receipt of the written legal opinion from **Pilicy & Ryan, P.C.**

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

6. New Business

Chairwoman Janelle Wilk asked if there was any new business to come before the Board.

There being no new business, the meeting proceeded to Property Manager's Report.

7. Property Manager's Report

a. Buckingham Terrace Window Seal Project

Staff reported that the Buckingham Terrace Window Seal Project is expected to exceed \$10,000 and therefore requires a formal sealed bid process in accordance with the Authority's Procurement Policy.

The following contractors expressed interest:

- The Window Pro
- Marino's Glass

The following contractors declined to submit bids due to project scope:

- Naugatuck Glass
- Town & Country Glass
- Plymouth Glass
- Other local contractors

The Board discussed advertising the project for sealed bids with the goal of awarding the contract at the August 12, 2026, Regular Meeting. The Board expressed its desire for work to begin later that month or at the beginning of September.

Chairwoman Janelle Wilk asked for a motion to approve advertising the Buckingham Terrace Window Seal Project for sealed bids.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

b. Mold Remediation

Staff presented recommendations received from Labbe regarding indoor air quality concerns and mold in several apartments at Buckingham Terrace.

Rather than purchasing large commercial dehumidifiers, Labbe recommended testing one portable air purification unit at an estimated cost of approximately \$500 before considering a larger purchase.

Chairwoman Janelle Wilk asked for a motion to approve purchasing one portable air purifier for a trial installation.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

c. Resident Text Messaging System

Staff presented a comparison of four resident communication platforms.

DialMyCalls and Call Multiplier were identified as the preferred systems because of their nonprofit pricing, ease of use, and emergency notification capabilities.

The system will primarily be used for emergency notifications, meeting reminders, and other time-sensitive resident communications.

Chairwoman Janelle Wilk asked for a motion to approve DialMyCalls as the Watertown Housing Authority's SMS provider.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

d. Laundry Machine Transition to Automatic Industries

Staff reported that the Housing Authority's attorney, Pilicy & Ryan PC, has formally notified CSC, by certified letter, to remove its laundry equipment within ten days.

Regarding the Notice of Termination, the Board suggested adding language in a follow-up letter to address the possibility that CSC does not remove the laundry equipment within the required timeframe.

Should CSC fail to remove the equipment, staff are authorized to document, photograph, and relocate the machines for temporary storage. If the equipment remains unclaimed after an additional ten days, it may be moved to another storage location while maintaining proper documentation to protect the Authority from liability.

Chairwoman Janelle Wilk requested a motion to continue moving forward with Automatic Industries laundry service.

Motion: Dan DiVito

Second: Sharon Pratt

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

e. Thermostat Rebate Program

Staff discussed the **Eversource Thermostat Rebate Program**, which offers rebates of up to **\$85** for qualifying programmable thermostats.

Residents meeting income eligibility requirements may apply individually. Staff will continue providing application assistance.

f. Meeting Microphones

The Board reviewed several omnidirectional Bluetooth microphone systems to improve audio quality during Board meetings.

Chairwoman requested a motion for the staff to purchase an appropriate microphone system.

Motion: Dan DiVito

Second: Peter Mucciarone

Discussion: None.

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

8. Resident Service Coordinator Report

Sashoy Redmond reported continued success with resident programming throughout all communities.

Updates included:

- Continued increase in Coffee Hour participation and strong monthly attendance at resident activities
- Ongoing educational presentations
- Wellness checks
- Veterans Affairs presentations
- Fire Marshal presentation on safety
- Town Clerk voting information sessions
- Summer picnic planning
- The enrollment of all eligible residents in the Farmers Market Program
- Providing information and assistance regarding transportation and resident services

9. Resident Commissioner Report

Resident Commissioner Sharon Pratt reported that resident participation continues to increase throughout all three communities.

Sharon Pratt noted that the 2026 WHA Annual Picnics were highly successful despite the extreme heat. She also reported that Frankie's Catering has been reserved for the 2027 WHA Annual Picnics.

Additional discussion included:

- Hallways and stairwells at Truman Terrace require more frequent cleaning and routine maintenance.
- Sharon Pratt expressed concern that the pedestrian ramps were deteriorating and remained a safety hazard. She requested that repairs be prioritized to address the ongoing safety concern.
- Vehicles traveling beyond the Steel Brook area continue to create safety concerns. Staff will contact the Watertown Police Department regarding increased traffic enforcement.
- Sharon Pratt noted that residents are placing trash in the wrong receptacles, and she recommended adopting a written trash disposal policy. She further noted that raccoons continue to access the trash containers at Truman Terrace and expressed concern that the issue has not been adequately addressed.
- Concern was voiced by Sharon Pratt about the persistent odors emanating from one of the apartments and asked that the issue remain a priority until it is fully resolved. Staff reported that an action plan is currently in place and will continue providing updates to the Board regarding its progress.

10. Public Participation

The following residents addressed the Board:

- Tanya Johnson – Buckingham Terrace D-4
- Suzanne Griffin – Buckingham Terrace D-8

11. Adjournment

There being no further business to come before the Board, Chairwoman Janelle Wilk requested a motion to adjourn.

Motion: Dan DiVito

Second: Sharon Pratt

Aye: Wilk, DiVito, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

The meeting adjourned at **7:01 p.m.**