



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

March 11, 2026





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting
Country Ridge
March 11, 2026 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Truman Terrace, February 11, 2026
4. Approval of bills paid for March 2026
5. New Business
6. Old Business
 - a. Discussion and possible action on alarm system for Truman Terrace
 - b. Discussion and possible action on opening WHA Waiting List
7. Property Manager's Report
8. Resident Service Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment

Watertown Housing Authority
Regular Meeting February 11, 2026
Truman Terrace 6:00 p.m.

MEMBERS PRESENT: Janelle Wilk, Chairwomen
Dan DiVito, Vice Chairman
Peter Mucciarone, Commissioner
Denise Russ, Commissioner
Sharon Pratt, Resident Commissioner

MEMBERS ABSENT: NONE

OTHERS PRESENT: Russ Antonacci, Management

ELECTION OF OFFICERS:

The meeting was turned over to Russ Antonacci for election of officers

Russ Antonacci asked if there were any nominees for Chairperson

Sharon Pratt nominated Janelle Wilk for Chairwoman

Seconded by Dan DiVito

Hearing no other nominations, motion passed unanimously .

Next, question was asked if there were any nominations for Vice-Chair

Janelle Wilk nominated Dan DiVito for Vice-Chair

Seconded by Pete Mucciarone

Hearing no other nominations, motion passed unanimously.

Next, question was asked if there were any nominations for Treasurer/Secretary

Seconded by Denise Russ

Hearing no other nominations, motion passed unanimously.

Chairmans report

Welcome everyone. Congratulations to all of our nominees. We'll now continue with the rest of our meeting.

Approval of minutes

Janelle Wilk: Can I have a motion to approve the minutes from January 14, 2026 Buckingham

Terrace?

Dan DiVito, so moved

Denise Russ, second

Ayes: 5

No: 0

Abstain: 0

Janelle Wilk: Can I have a motion to approve the bills for February 2026?

Denise Russ had a question regarding the bill for the plumber.

Dan DiVito, so moved

Pete Mucciarone, second

Ayes: 5

No: 0

Abstained: 0

New Business

Commissioners discussed opening the WHA waiting list. It was suggested that we Table making a decision until we get a better count of our existing waiting list A Discussion took place regarding first refusal of an apartment by interested tenant be placed at the bottom of the list and a second refusal, name would be removed.

Motion was made by Dan DiVito to table opening up the waiting list until we make further phone calls on our existing list.

Second , Sharon Pratt

Ayes: 5

No: 0

Abstained : 0

Old Business:

Discussion and possible action on a grievance hearing officer.

Denise Russ was asked if she would be willing to be a Hearing Commissioner for our tenant formal Grievances. Denise Russ accepted the position.

Ayes: 5

No: 0

Abstained: 0

Discussion and possible action on the Alarm System at Truman Terrace

A motion was made by Janell Wilk to table this to allow Russ Antonacci time to prepare a scope of work to put out to bid.

Second, Sharon Pratt

Ayes: 5

No: 0

Abstained: 0

Property Manager Report:

Russ Announced reported that we are closer to the release of our grant money to The Town of Watertown pending the results of the Radon testing of 2 apartments at County Ridge.

Resident Service Coordinator Report:

None

Resident Commissioner Report:

None

Public Participation:

Suzanne Griffin	D 8	Buckingham Terrace
Kathy Licnikas	D 6	Buckingham Terrace
Tanya Johnson.	D 4	Buckingham Terrace

Motion To Adjourn

Motion, Dan DiVito

Second, Denise Russ

Meeting Adjourned at 7:01 p.m.

Special Meeting
Thursday January 23rd 2026
Zoom 11:00 A.M.

MINUTES

A special meeting was held by the Housing Authority on **Thursday January 23rd 2026**, via Zoom – 11:00 A.M.

Chair Janelle Wilk called the meeting to order at 11:06 A.M.

1. Roll Call

Members Present: Denise Russ – Commissioner
Sharon Pratt – Resident Commissioner
Janelle Wilk – Chairwoman
Russell Antonacci - Manager

Absent: Daniel DiVito
Pete Mucciarone

2. Meeting Purpose – To interview two RSC candidates
3. At 11:15 the Commission moved into executive session for two candidate interviews.
4. At 12:32 PM the Commission came out of Executive session
5. New Business
 - a. Discussion and possible action on the hiring of RSC Candidate B
 - b. A motion was made by Sharon Pratt to approve the hiring of Candidate B for the salary approved at the budget meeting held in December 2025. This motion was second by Denise Russ.. All Commissioners in attendance approved unanimously to hire Candidate B.
6. Adjournment

Motion to adjourn meeting at 12:45 PM by Janelle Wilk and second by Sharon Pratt.

Sharon Pratt, Secretary
Watertown Housing Authority

3/9/2026

2:01 PM

Watertown Housing Authority

Accounts Payable

March 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	02/26/2026	TT C18, CR D4	3J's Painting LLC	TT C118 & CR D4 paint/prep		700.00
Bill	02/01/2026	753350 0226	Ace Hardware	monthly charges	All	135.34
Bill	03/01/2026	753350 0326	Ace Hardware	monthly charges	All	240.90
Bill	02/23/2026	067030	Alarm Masters Inc	BT bldg Eservice call	Buckingham Terrace	225.00
Bill	01/26/2026	1YVP-YC3W-1H31	Amazon.com	markers, car will be towed signs	All	143.74
Bill	03/01/2026	520170	Complete LLC	monthly contracted services	All	7,333.33
Bill	03/01/2026	520178	Complete LLC	snow pile removal	All	4,500.00
Bill	02/18/2026	11757	DJ Melodia Plumbing & Heating	CR 13 service call	Country Ridge	85.00
Bill	02/04/2026	11735	DJ Melodia Plumbing & Heating	CR 27 service call	Country Ridge	298.85
Bill	02/02/2026	5112 556 4047	Eversource	Service 01/28/26-01/30/26	Truman Terrace	4.50
Bill	02/02/2026	51138183082	Eversource	Summary billing 12/29/25-01/28/26	All	3,400.83
Bill	02/26/2026	5115 336 4062	Eversource	Service 01/28/26-02/26 TT B5	Truman Terrace	166.16
Bill	02/26/2026	5151 256 4030	Eversource	Service 01/28/26-02/26/26 TT C13	Truman Terrace	127.36
Bill	02/26/2026	51138183082	Eversource	Summary billing 01/28/26-02/26/26	All	3,072.41
Bill	02/26/2026	5106 556 4007	Eversource	Service 01/28/26-02/26/26	Truman Terrace	181.04
Bill	02/25/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,458.61
Bill	01/25/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,805.66
Bill	02/15/2026	07881-138730-01-3	Optimum	TT Service - 02/15/26-03/14/26	Truman Terrace	292.47
Bill	02/15/2026	07881-134130-01-9	Optimum	CR Service - 02/15/26-03/14/26	Country Ridge	337.72
Bill	02/15/2026	07881-138731-01-1	Optimum	BT Service - 02/15/26-03/14/26	Buckingham Terrace	292.47
Bill	02/27/2026	INV-2899	Padgett Business Services	accounting services year end, 1099s	All	1,072.50
Bill	03/06/2026	9239	PJ Electric, Inc.	BT service call	Buckingham Terrace	1,351.80
Bill	03/06/2026	9239	PJ Electric, Inc.	BT C6 service call	Buckingham Terrace	334.17
Bill	02/13/2026	5912	Propertyworx LLC	reimbursement for community flyer	All	284.81
Bill	03/01/2026	5947	Propertyworx LLC	Mar 2026 management services	All	7,352.00
Bill	02/20/2026	5914	Propertyworx LLC	reimbursement for envelopes	All	41.24
Bill	02/23/2026	5951	Propertyworx LLC	ziprecruiter ads for RSC wk 01/26, 02/09	All	1,116.68
Bill	03/01/2026	030126	RSC funds	funding for RSC activities	All	VOID
Bill	03/01/2026	030126	Sashoy.Redmond	funding for RSC activities	All	450.00
Bill	01/01/2026	60166148 122325	Stewart & Stevenson Power Products	service call	Country Ridge	1,637.22
Bill	03/01/2026	0603294617BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	03/01/2026	0603294618CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	03/01/2026	0603294616TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	02/24/2026	1020740 022426	Watertown Fire District	TT Service 01/15/26-02/13/26	Truman Terrace	396.21
Bill	01/29/2026	5061	Worxshop LLC	reimbursement for salt	All	63.73
Bill	02/23/2026	5089	Worxshop LLC	Jan 2026 - Maintenance & Repairs BT	Buckingham Terrace	2,543.75
Bill	02/23/2026	5090	Worxshop LLC	Jan 2026 - Maintenance & Repairs CR	Country Ridge	2,378.75
Bill	02/23/2026	5091	Worxshop LLC	Jan 2026 - Maintenance & Repairs TT	Truman Terrace	1,718.75
Bill	03/02/2026	5139	Worxshop LLC	Feb 2026 - Maintenance & Repairs BT	Buckingham Terrace	4,306.25
Bill	03/02/2026	5140	Worxshop LLC	Feb 2026 - Maintenance & Repairs CR	Country Ridge	2,047.50
Bill	03/02/2026	5141	Worxshop LLC	Feb 2026 - Maintenance & Repairs TT	Truman Terrace	1,787.50

55,129.98



New Business



Old Business



Property Manager Report

Available units as of 3/10/2026

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
0			
Buckingham Terr.			
1	D-5	In process of cleaning.	Actively showing unit.
Truman Terrace			
1	C-13	In process of showing unit	Actively showing unit.

Entered Date	Status	NoteDate	Description	Address1	Notes
02/19/2026	Complete	02/20/2026	Need to replace light fixture in bathroom not working.	BT # Apt. D-4	Work Order Completed Reason :Replaced bathroom light fixture.
02/19/2026	Complete	02/19/2026	Need to change light bulb in bathroom.	TT # Apt. C-1	Need to change out light bulb in bathroom. Also fix cabinet knob that fell off in kitchen.
02/19/2026	Complete	02/20/2026	Need to change light bulb in bathroom.	TT # Apt. C-1	Work Order Completed Reason :Replaced light bulbs in bathroom and fixed cabinet knob.
02/19/2026	Complete	02/19/2026	Need to change out light bulb in bathroom and check thermostat.	TT # Apt. B-11	Need to change out light bulb in bathroom and check thermostat.
02/19/2026	Complete	02/20/2026	Need to change out light bulb in bathroom and check thermostat.	TT # Apt. B-11	Work Order Completed Reason :Changed light bulb in bathroom and checked thermostat.
02/19/2026	Complete	02/19/2026	Need to check lock in back hallway that is hard to open.	TT. # TT/C12	Need to check lock in back hallway that is hard to open.
02/19/2026	Complete	02/20/2026	Need to check lock in back hallway that is hard to open.	TT # TT/C12	Work Order Completed Reason :Checked and fixed dead bolt on back door.
02/19/2026	Complete	02/19/2026	Need to put up new shower pole that fell off.	BT # Apt. B-3	Need to put up new shower pole that fell off.
02/19/2026	Complete	02/20/2026	Need to put up new shower pole that fell off.	BT # Apt. B-3	Work Order Completed Reason :Fixed shower pole that fell off.
02/19/2026	Complete	02/19/2026	Need to change out light bulb in bathroom.	CR # Apt. CR-2	Need to replace light bulb in bathroom.
02/19/2026	Complete	02/20/2026	Need to change out light bulb in bathroom.	CR # Apt. CR-2	Work Order Completed Reason :Replaced light bulbs in bathroom
02/19/2026	Complete	02/19/2026	Need to check large burner not working correctly.	CR # Apt. 28	Need to check large burner not working correctly.
02/19/2026	Complete	02/20/2026	Need to check large burner not working correctly.	CR # Apt. 28	Work Order Completed Reason :Checked burner and replaced it but stove will need to be replaced due to it still not working. Burner goes straight to hot.
02/19/2026	Complete	02/19/2026	Need light bulb in kitchen and toilet seat is loose.	BT # Apt. C-4	Need light bulb in kitchen and toilet seat is loose.
02/19/2026	Complete	02/20/2026	Need light bulb in kitchen and toilet seat is loose.	BT # Apt. C-4	Work Order Completed Reason :Fixed toilet seat and changed light bulb in kitchen.
02/19/2026	Complete	02/19/2026	Need to check fridge not cooling on bottom.	TT # Apt. B-3	Need to check fridge not cooling on bottom.
02/19/2026	Complete	02/20/2026	Need to check fridge not cooling on bottom.	TT # Apt. B-3	Work Order Completed Reason :Went and checked fridge. Will order new one due to this one on it's way out.
02/19/2026	Open	02/19/2026	Need to caulk shower stall.	CR # Apt. 2	Need to caulk shower stall.
02/26/2026	Complete	02/26/2026	Need to change out light bulb in rear of bldg.	TT # Apt. C-6	Need to change out light bulb in rear of bldg.
02/26/2026	Complete	03/05/2026	Need to change out light bulb in rear of bldg.	TT # Apt. C-6	Work Order Completed Reason :Replaced light bulb.
02/26/2026	Complete	02/26/2026	Need to check why light poles are not lighting up after dark.	BT	Need to check why light poles are not lighting up after dark.
02/26/2026	Complete	03/05/2026	Need to check why light poles are not lighting up after dark.	BT	Work Order Completed Reason :Electrician came and fixed all the shorts that were keeping the lights from turning on.
02/27/2026	Complete	02/27/2026	Need to change blind in living room.	CR # Apt. 24	Need to change change blind in living room.
02/27/2026	Complete	03/05/2026	Need to change blind in living room.	CR # Apt. 24	Work Order Completed Reason :Replaced blind in livingroom.
03/05/2026	Complete	03/05/2026	Stove needs replacing due to heating element staying very hot.	CR # Apt. 28	Heating element stays very hot even after replacing with new element.

Watertown Housing Authority
Variance Request

COMMUNITY: Truman Terrace

Unit Number: A 3 Date Submitted: _____

First Name: Patricia Last Name: Nielsen

Home Phone: (860) 428-8148 Cell Phone: _____

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.

I would like to purchase a new stove
at my own expense.

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: Patricia A Nielsen

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:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____