

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, August 11, 2021
VIA Zoom Meeting – 7:00 P.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ - Commissioner
Carmine Verno - Commissioner

Other Present: Russell Antonacci – Manager

2. Chairwoman’s Report – Acting Executive Director

Chair Janelle Wilk: I wanted to say welcome back to everybody in person but unfortunately, we are not but I think it’s the best situation right now. I hope everyone enjoyed the picnic that we had few weeks ago.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – July 14, 2021

A motion was made Denise Russ, and seconded by Dan DiVito to approve the minutes for the Regular Meeting for July 14, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. August 2021

A motion was made Dan DiVito, and seconded by Sharon Pratt to approve bills for August 2021.

By voice vote the motion was passed unanimously

5. Property Manager’s Report

- a. Vacancy updates
- b. Waiting list updates
- c. Community update for distribution

Russell Antonacci, Manager – Mr. Antonacci read the community update that he would like to have distributed to the residents in the community his week. Mr. Antonacci read the update to the commission regarding:

1. The convenience for residents to pay rent has been well received.
2. PropertyWorxs has received and completed 434 work orders within a ten-month period.
3. The call to aid system at Truman Terrace has been fully repaired and operational and to also send to resident's documentation on the Housing Authority responsibilities with the call to aid.
4. The Deputy Fire Marshall inspected all 3 community centers and an electrician was hired to make the necessary repairs to emergency lights and exits signs.
5. The flag pole at Country Ridge came down and has been replaced.
6. The painting project at Country Ridge has been completed.
7. Sidewalks at all 3 communities have been edged.
8. Since January 2021 we have welcomed 10 new tenants.
9. A section of roadway has been repaired at Country Ridge.

Mr. Antonacci asked if the commission had any updates or comments.

Commission question or concerns:

Was there were any updates on the thermostats.

Russell Antonacci, Manager: I will make a note to ask Lori and staff to see if they have any information and will have it in the document.

The Truman Terrace sign as you come in with a light shining on it is now broken and facing down.

The commission said the update report is a job well done and the tenants will appreciate it.

b. Variance Requests – We started the process with the variance forms distributed. We have 2 variance requests tonight to review and discuss.

1. Unit 17, Country Ridge, Vivian submitted a request: She is looking to install a tub in the master bathroom. Further information needed is the contractor's name, license and certificate of insurance.

Commission questions and concerns:

1. Was there any wrong with the existing tub?
2. Is she looking for a walk-in tub?
3. Is it an item that is shared cost?
4. The specs and color need to be included.

5. We need more information on the contractor and the contract to make sure the job is being done completely and when the job is complete that someone inspect it.

Russell Antonacci, Manager: The purpose of a variance request is if they wanted to update their unit it would be on their dime. The question of the variance request was to improve or add value to the unit.

Chair Janelle Wilk: I think it is a benefit to have a walk-in tub.

Motion: Janelle Wilk, seconded by Carmine Verno to approve the tub if it is white and fits in the existing footprint and to also receive documentation needed. Russell Antonacci and Dan DiVito will review it.

Motion passed unanimously

2. Unit 32, Country Ridge, Claire would like to hire 3J's painting to paint her living room, bedroom, and kitchen.

Commission questions or concerns:

1. If we let the tenants pick colors, would it have to be painted back to the original color.

Russell Antonacci, Manager: I don't think we are going to have to restore it back to its original situation if they are using earth tones and neutral colors. If they choose a non-neutral color, we do need to make a note that it must be restored to the colors that are a part of our palette.

Motion: Carmine Verno, seconded by Sharon Pratt to approve the improvement they are going to be making the unit nicer for their arrival.

Motion passed unanimously

e. Maintenance Update

6. Old Business
 - a. Discussion on community buildings – There is COVID talk again and will look at the town on their decision to close or open. We can leave it as is until the town changes or the state. We will keep up on the cleaning and wearing of masks.

- b. Discussion on future projects –
Russell Antonacci, Manager reported:
 - 1. Physical assessments of both exterior and interior conditions of all 3 communities.
 - 2. Window replacements at Truman Terrace is active again.
 - 3. Window seals at Buckingham Terrace.
 - 4. Future road way repairs have been identified for all 3 communities.
 - 5. Adding speed bumps to all 3 communities to lower speeding.
 - 6. New 10-year smoke detectors have been purchased for Truman Terrace.

7. Adjournment

A motion was made Dan DiVito, and seconded by Denise Russ to adjourn the meeting at 7:32 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority