

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

**Regular Meeting Wednesday, July 12, 2023
Buckingham Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, July 12, 2023 at Buckingham Terrace – 6:00 P.M.

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

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner
Vacant

Absent:

Others Present: Russ Antonacci - Manager
Lori Finke, Property Manager

2. Chairwoman's Report – I wish everyone a “Happy July” I hope everyone is enjoying the warm weather. I want to remind everyone that we are down one commissioner at our last meeting Carmine Verno, has stepped down we will have a new commissioner soon. Everything that I have to say is on the agenda this evening, we will move on to minutes.

3. Approval of Minutes

- a. Regular Meeting Truman Terrace, May 10, 2023

A motion was made by Dan DiVito, and seconded by Denise Russ to accept the Regular meeting minutes of May 10, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

Denise Russ asked if the windows were checked before the framework went up?

Lori Finke answered yes, passing out a list to commission members of the work done.

4. Approval of bills paid for
a. June 2023

Denise Russ asked about the bill for Edwards for June and July being marked down multiple times.

Russ Antonacci answered if you look on the left-hand column under the date it may be delayed invoicing. You have an April, May, June and July so they are making multiple payments, it is a reflection of multiple bills paid in July.

A motion was made by Dan DiVito, and seconded by Denise Russ to approve the bills for June 2023.

By voice vote the motion was passed unanimously

b. July 2023

A motion was made by Sharon Pratt, and seconded by Denise Russ to approve the bills for July 2023.

Denise Russ asked about the sixth one down on the housing authority retention.

Russ Antonacci answered insurance.

Denise Russ asked about the speed bumps, I thought we just bought them?

Lori Finke answered we did buy them last year he had to put in longer lags because they were coming out and moving. We have rubber ones that will not move and cause any damage.

By voice vote the motion was passed unanimously

5. Property Manager's Report
Lori Finke reported:

- a. Available Apartments – Open apartments have not changed since the last meeting. Buckingham Terrace A6 is still unrentable. D4 I am showing and had one decline. Right now, my top priority has been doing the windows and getting the day-to-day things done. That will be wrapping up soon and then I will be back to showing apartments. One change happened at

Truman Terrace; a gentleman that has been there many years he was in an efficiency and is now in a motorized chair. It was difficult for him to get around, I showed him a one-bedroom apartment and because of stairs I was unable to rent it, we moved him to a larger apartment which is B4.

During the month of June, Alarms Master was here they checked the call to aide, the smoke detectors, made sure the lights worked and checked the fire alarms on all buildings to make they are sure working. There were a few minor bulbs that had to be changed and we will be good for another year.

b. Work Orders –

Lori Finke reported: she closed 27 work orders between June 13th and August 7th with some being long term with the air conditioners. The plan is to power wash the buildings in August at Truman Terrace.

6. New Business – none.

7. Old Business

a. Truman Terrace Window Update –

Lori Finke reported: as of today, all the windows in the community center are done, the curtains were cleaned and hung back up. All 15 hallway windows are completed and 33 out of the 40 apartments are completed. Right now, there are seven left. We should be done with all the apartments next Thursday pending weather.

Lori Finke asked Dan DiVito if he could do a walk around with her Thursday with a punch list.

Dan Divito asked about the cleaning of the gutters?

Russ Antonacci answered the gutters do need to be cleaned at Truman but as everybody should know there are gutter guards at Truman. I am not proposing anything at this moment, I am sharing a thought, in my experience gutter guards make it more difficult for the gutters to do a proper job. It appears the gutters are getting clogged because vegetation is on the top of the guards, the guards collect seeds from the trees and they grow seedlings. All the vegetation sitting on top of the guards the water would run over the vegetation as opposed to running through the gutters. We can have further discussion on it in the future.

Chairwoman Janelle Wilk asked about cleaning them more than once a year.

Russ Antonacci answered there is a cost to doing them more than once. When they get requests for spot cleaning, they will clean them we don't do them globally.

Lori Finke added one thing Joe did suggest at the end of the buildings, at the down spouts to put a screen on, we are going to look, into doing that.

Dan DiVito noted that one gutter at Truman was backed up.

Lori Finke answered we will it check out.

Dan DiVito asked all the windows at Truman are we having them do all the blinds?

Sharon Pratt answered the tenants did not want blinds; more tenants wanted shades. There was a question about the cleaning of the blinds in the handbook.

It was noted that the crew that did the windows have done an excellent job.

Sharon Pratt asked about the cleanup, she showed a sample of the screws left behind in areas.

Lori Finke answered I will do a walk around with the lead guy try to get most of it cleaned up now.

Denise Russ asked about the roof shingles with Country Ridge.

Russ Antonacci answered that he was up on the roof, we are spot checking them doing inspections and found a couple of locations that need proper repair. For now, we are going to make repairs, the process is slow with the capital needs assessment, I think we should do our own reserve plan for the roof.

Russ Antonacci talked about the windows at Truman Terrace going for another incentive from Eversource.

Lori Finke, Property Manager added they have all the information and they will be in contact.

- b. Banking Activity – Russ Antonacci passed out an informal current balance sheet and will provide a more formal document at the end of the month showing interest earned.

8. Resident Commissioner Report

Sharon Pratt highlighted on
Truman Terrace

- Concerns with bullying.

Commission comments

Denise Russ asked if a Police Officer could be called with bullying incidents.

Lori Finke stated that Kim Calabrese and Mandy have talked about bullying and safety hazards. I will check with Kim for inspections.

- Clean up in the community room.
- Following rules in handbook with no enforcement

Commission comments

Janelle Wilk talked about warnings if the policy is not followed, we need to enforce it.

Dan DiVito talked about having incident reports filed and number of warnings being documented. We must take an aggressive approach on this and would like to move forward on this.

Russ Antonacci added he has met with people stating those visits have been successful. I think we do need a formal policy in place with a behavioral tracking sheet and will enact it within the next couple of weeks.

- Disrupting the peace of other tenants.
- Inspections of apartments
- Refrigerator replacement

Commission comments

Janelle Wilk suggested looking at different style of refrigerators and different warranties.

Lori Finke will reach out to All-Star.

- Bidets and tub cutouts

Russ Antonacci, Manager stated in regards to Bidets he has no problem with them, any cost associated with it is the responsibility of the tenants.

Janelle Wilk added it has, to be an insured and licensed professional for installation and does not create a problem anywhere else and having documentation from plumber.

Denise Russ suggested that a document be drawn up for Bidets and cutouts.

9. Public Participation –

Unit A1 Buckingham Terrace, Marzia Noss– spoke.

10. Adjournment

A motion was made by Dan DiVito and seconded by Denise Russ to adjourn meeting at 7:27 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority