

WATERTOWN HOUSING AUTHORITY
Minutes
Special Meeting: Wednesday, September 15, 2021
VIA Zoom Meeting – 7:00 P.M.

A special zoom meeting was held by the Housing Authority on Wednesday, September 15, 2021 at – 7:03 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: Lori Finke – Property Manager

2. Chairwoman’s Report – Acting Executive Director

Chairwoman Janelle Wilk reported:

I hope everyone is well and enjoying the last few days of summer. I would also like to remind everyone that we are supposed to have severe thunderstorms, please be careful.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – August 11, 2021

A motion was made Denise Russ, and seconded by Carmine Verno to approve the minutes for the Regular Meeting for August 11, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. September 2021

A motion was made Denise Russ, and seconded by Dan DiVito to approve bills for September 2021.

By voice vote the motion was passed unanimously

5. Property Manager’s Report

Lori Finke reported:

a. Vacancy Update

Country Ridge: 1 unit available with a signed lease and a move in date of October 1st.

Buckingham Terrace: 1 new tenant with a move in date of September.

Truman Terrace: 2 new tenants with a move in date of September. Truman Terrace has 5 open and 6 now to date with a passing of a resident.

Since the beginning of November, we have 15 new tenants and 2 transfers for medical reasons to date.

b. Variance Requests: (2)

1. One new tenant moving into Truman Terrace would like to paint at least one of the walls with a neutral dry basil color. She is aware that if she moves out, she would have to paint it back to the original color.

Chair Janelle Wilk asked for clarification on who the contractor is, if they are licensed and insured.

2. A cut out tub – The cutout would be six inches deep so they can get into the tub.

The consensus of the commission is to move forward with the tub.

- b. BT – Internal Inspections – Inspections were completed at Buckingham Terrace making a spreadsheet. I will have to go through it and group them together for common things that need to be done and getting some work orders started.

- c. TT – Thermostats – Would like to get them done before winter in early October. We will look at the buildings and see where it was asked for most and move forward.

Sharon Pratt: The thermostats have been in since the beginning of the building. If you look at a lot of them the numbers are worn off of them. We had to have some of them fixed, they are way over due to be replaced.

Chair Janelle Wilk: We will review the by-laws process for bidding regarding the amount and how the project would be done.

Sharon Pratt: The RSC information for the tenant's, there was one thing I had concerns with the letter on energy assistance having some misleading information to the tenants. The first one being that they need to bring 3 to 4 months of reports from Eversource which is not the fact. It is only one month to verify their account number. If they are awarded money it goes into that Eversource account. The second thing is she referred to the application itself being mailed to the representatives at New Opportunities on North Elm Street in Waterbury. In the meantime, Town Hall is doing that now at Social Services across from Park and Recreation.

Chair Janelle Wilk: Maybe you, Lori and I will get together and talk to Janice and have information that would be the best and easiest for all the tenants to put out a new letter.

Sharon Pratt: Talked about searching for a Wii set for tenants at Buckingham Terrace. Truman Terrace had one installed a while ago.

Denise Russ: Asked about the site having a Wii system too.

Lori Finke: Will check on the Amazon site and Game Stop.

6. New Business

- a. Discussion on generators – Going back to the storm two weeks ago it was found that one site had a generator at Country Ridge. We will put out to bid for generators at Truman Terrace and Buckingham Terrace that will be used for the Community rooms for tenants due to possible power outages.

A motion was made Carmine Verno, and seconded by Sharon Pratt to put it out for bid for Truman Terrace and Buckingham Terrace.

By voice vote the motion was passed unanimously

- b. Discussion on WHA Handbook – We need to look at our handbook again due to changing times. We need to have storm protocol on what should be done so it is clearer.

The commission will review the handbook and set up dates in October to meet.

Chair Janelle Wilk talked about the tree trimming and doing the best we can on trees on our property.

Lori Finke: Will check the property for branches and get in touch with Complete for follow up on branches being picked up as well for tenant safety.

- c. Follow up from storm – Due to the storm, there was constant communication with PropertyWorxs and the commission on safety for the tenants.

Chair Janelle Wilk wanted to thank Sharon Pratt for taking the initiative for calling tenants, for Lori taking in furniture and the flag down from outside for storage. I want to thank everyone for being in constant communication that day and for wanting us to tighten up our policies and go forward. I want to thank Joy for making it more apparent that these things need to happen.

Denise Russ talked about the possibility of the authority having their own buses to take the tenants for events and appointments.

Chair Janelle Wilk: We will look into that and explore all avenues and costs.

7. Public Participation

Chair Janelle Wilk I have added Public Participation on and if anyone would like to talk.

Hearing none.

8. Adjournment

A motion was made Dan DiVito, and seconded by Sharon Pratt to adjourn the meeting at 7:52 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority