

Regular Meeting Wednesday, February 8th, 2023
Truman Terrace, 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, February 8, 2023 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:05 p.m.

1. Roll Call

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

Absent: Carmine Verno – Commissioner

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

2. Election of Officers

I am going to turn this over to Russell Antonacci.
Russell Antonacci asked for nominations for Chairman for the Housing Authority.

Dan DiVito I would like to nominate Janelle Wilk for Chairwoman.
Sharon Pratt seconded the nomination.

Any other nominations? Any other nominations? Any other nominations?
Hearing none.
Nominations are closed
All in favor

Motion passes unanimously

Janelle Wilk is Chairwoman.

Russell Antonacci turned it over to Janelle Wilk.

Chair Janelle Wilk asked are for nominations for Vice Chair.

Denise Russ I would like to nominate Dan DiVito for Vice Chair.
Sharon Pratt seconded the nomination.

Are there any other nominations? Are there any other nominations? Are there any other nominations?

Hearing none.

Nominations are closed.

All in favor

Motion passes unanimously.

Dan DiVito is Vice Chairman

Janelle asked for nominations for Secretary/Treasurer.

Dan DiVito I would like to nominate Carmine Verno for Secretary/Treasurer.

Sharon Pratt seconded the nomination.

Are there any other nominations? Are there any other nominations? Are there any other nominations?

Hearing none.

Nominations are closed.

All in favor

Motion passed unanimously.

Carmine Verno is Secretary/Treasurer

3. Chairwoman's Report

Janelle Wilk reported: "Happy February" I am glad everyone got through the bitter cold last weekend and thankfully it was quick. Now get ready to take out your shorts and sandals for Friday. I know I have said this numerous times but I will say it again, as a reminder... ll the board members are volunteers, including myself, and all of us do this because we genuinely care about our Town and we care about WHA. The Board and Property Worx are a team with the same vision, we want to make WHA continue to move forward to learn and to improve. Everything I have to say is added into our agenda.

4. Approval of Minutes

a. Regular Meeting Buckingham, January 11th

A motion was made by Denise Russ and seconded by Dan DiVito to approve the Regular meeting minutes of January 11, 2022.

Discussion: none.

By voice vote the motion was passed unanimously

5. Approval of bills paid for
 - a. February 2023

Discussion: none.

A motion was made by Denise Russ and seconded by Dan DiVito to accept the bills for February 2023.

By voice vote the motion was passed unanimously

6. Property Manager's Report

- a. Truman Terrace Window Project

Russell Antonacci reported the ads for the bid on the window replacement at Truman Terrace have been submitted and are now being advertised in the local papers. The way I have the schedule set up we should be opening bids at our March meeting. The actual window count is now in the bid specs, along with a modified plan that includes single hung windows. We are going to have a blend of casement and single hung windows based on the voices of the community.

- b. Banking

Russell Antonacci stated we do know there are a couple of high earning CD's right now with Thomaston Savings Bank and Webster Bank. He handed out a fluid document giving an idea of what we can do with the Housing Authority money. We should have one single operating account for the entire Housing Authority but each of the three communities should have a capital reserve. The bulk of the funds should be FDIC insured, I am comfortable putting them in high interest CD's and having them generate interest income.

A motion was made by Dan DiVito and seconded by Sharon Pratt to allow Russ to redistribute Watertown Housing cash assets.

By voice vote the motion was passed unanimously

- c. Capital Needs Assessment – Russell Antonacci reported I have initiated the architect to do a Capital Needs Assessment for the communities to apply for grant money or small cities money. We would work with the town on this project, assisting us to submit the proposal to the government.

d. Recertification Updates

Lori Finke reported I have received 51 recertifications already with 38 completed. May 1st is when the new rent amount would start. The sooner the residents return their financials to the office the sooner they can be calculated and completed. Lori will sit down with each resident to give them their updated rent amounts.

Janelle Wilk had a conversation with Lori today regarding the recertifications. The Country Ridge office is secure and you can put the paperwork in the drop box. For Truman Terrace and Buckingham Terrace if you cannot make it to Country Ridge, I am suggesting to get a large security box and it would be mounted on the wall.

A motion was made by Janelle Wilk and seconded by Dan DiVito to approve the security boxes.

By voice vote the motion was passed unanimously

Janelle Wilk also reported when Lori is gone, and she is at the other communities she would put a note on the door. She now has a sign to put up to let people know she is here at a different location.

e. Available Apartments

Lori Finke reported we have one for March 1st that is coming to Country Ridge and one coming to B1 here at Truman Terrace March 1st. I had four declined in the last 4 weeks at Truman Terrace and 2 that are going to be opening up in March 8th and 15th, one at Buckingham and one at Truman Terrace.

Sharon Pratt suggested once the list is exhausted to open up the list specifically stating for Truman only. She also commented when you go down the list every year, we send a notice to the address from the list if you still interested and to update your personal information and a date to reply by.

A motion was made by Denise Russ, and seconded by Janelle Wilk to send out letters from the whole list for updates and see if people are still interested.

Russell Antonacci commented we would then clean out the 73 names on the list, which ones are interested. Then we would be opening it up to Truman if they are still interested for a clean list of people interested. If there are no people interested in Truman then open it up for Truman only.

By voice vote the motion was passed unanimously

Denise Russ asked if the maintenance guys could install the knobs for the cabinets.

Lori Finke answered we have a lot done and are moving forward, out of the 10 open work orders five of them are for knobs.

Denise Russ commented about the roofing at Country Ridge is there way to work on the specs for a new roof to get it started.

Russell Antonacci commented yes, we can do them on a building-by-building basis.

7. New Business - none

8. Old Business

- a. Discussion and possible action on 2023 proposed budget – the commission reviewed the numbers and categories for the budget line items.

A motion was made by Dan DiVito and seconded by Sharon Pratt to approve the 2023 Housing Authority proposed Budget with the modifications that were recommended at tonight's meeting.

By voice vote the motion was passed unanimously

- b. Discussion and possible action on proposed new Bylaws.

A motion was made by Dan DiVito and seconded by Sharon Pratt to table.

Chair Janelle Wilk stated we are still working so all documents to match.

By voice vote the motion was passed unanimously

9. Resident Commissioner Report

Sharon Pratt reported: I am visiting all three sites prior to the meetings.

1. The Recertifications handed in were sent to Lori.
2. Because Eversource bills have gone up, if the commission could look into the utility allowance.

10. Public Participation

Diane Lautenschlager spoke.

Jerry Gilbert, Truman Terrace spoke.

11. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 7:10 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority