

**Regular Meeting Wednesday, March 12, 2025
Country Ridge 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, March 12, 2025, at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Members Present: Sharon Pratt – Resident Commissioner
Peter Mucciarone - Commissioner
Janelle Wilk – Chairwoman

Absent: Dan DiVito – Vice Chairman
Denise Russ – Commissioner

Others Present: Russ Antonacci, Manager
Lori Finke, Property Manager
Lance Valentino, Property Manager

2. Chairwoman’s Report

Janelle Wilk added to the agenda: 5b. Discussion and possible action for Scope of Work and Bid Process for sidewalk and paving work at Country Ridge.

Chairwoman Janelle Wilk reported:

“Everything I have to say is added to our agenda this evening. I hope everyone has a happy and safe St. Patrick’s Day.

3. Approval of Minutes

a. Regular Meeting, February 12, 2025

A motion was made by Peter Mucciarone, and second by Sharon Pratt to approve the Regular meeting minutes of February 12, 2025.

Discussion: none.

Aye: Mucciarone, Wilk, Pratt

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in March 2025

A motion was made by Sharon Pratt, and second by Peter Mucciarone to accept the bills for March 2025.

Discussion: none.

Aye: Russ, Mucciarone, Wilk, Pratt

Nay: 0

Abstain: 0

Motion Carries

5. New Business

- a. Discussion and possible action on Grant.
- b. Discussion and possible action for Scope of Work and Bid Process for Sidewalk and Asphalt work at Country Ridge

Janelle Wilk announced that Country Ridge did receive the 2-million-dollar grant. Janelle wanted to thank everyone involved, especially Lisa Cattaneo of the town of Watertown, our state Governor and everyone involved.

Janelle Wilk turned the meeting over to Russell Antonacci who explained the grant and the next steps that will be taken going forward.

Russell Antonacci reiterated that Country Ridge has been awarded, the small cities grant from the State of Connecticut. This comes through the Federal Government.

Russ believes that the state would not have announced and awarded Watertown Housing Authority, the grant if they did not have the funds in place.

The Town of Watertown will receive the funds from the state, and this will be kept in a separate account for the Housing Authority. WHA will not have this money in their account. The town will be distributing the funds to the contractors as work as invoices are received.

Russ handed out a Tentative Timeline for the work to be performed at Country Ridge.

- Sidewalk Improvements (funding from WHA)
- Reclaim and Pave driveway (funding from WHA)
- Line & Number Painting (funding from WHA)
- Replace Roofs/Gutters
- Window Replacement
- Vinyl Siding Replacement
- Replace Unit #'s / Doorbells/ Exterior LED Lighting
- Exterior Door & Storm Door

- Fire Alarm / Smoke detections Systems/ Call for Aid

Russ is recommending to the Commission that the first step to be taken should be the improvement of the sidewalks. Russ has a scope of work but will not be presenting it at this meeting as there are two Commissioners absent.

Russ would like to suggest that a special meeting be scheduled for some time next week. This would be via Zoom to discuss the scope of work for bids concerning the sidewalk improvements and reclaiming/repaving all asphalt surfaces.

Janelle will contact the Commissioners to see their availability to meet via zoom.

Russ would like to get this bid as soon as possible so that work can begin on both the sidewalks and reclaiming/paving. The hope is to have the bids received in April. Time frame for work would be sidewalks completed by June and reclaiming/paving completed by July.

Russ is recommending to the Commission that we hold off on the original roof replacement bid received for the (1) building. The scope of work will be adjusted and advertised for all buildings at Country Ridge.

Funding will probably not be received until July as an estimated time frame. Work cannot be performed before the funds are received. WHA cannot pay up front and then be reimbursed after the funds are received. We can go through the bidding process, but NO contracts can be signed until the funds are received. Once the money is in the account with the town, we can then sign contracts and get the work started.

Russ is anticipating that everything listed above will be completed by Thanksgiving if all goes according to plan. Variables that might affect this timeline are bad weather, complications with contractors etc.

Russ will keep everyone updated with newsletters as the process moves forward. Once completed at the end of the year Russ will be proposing that the money remaining in our capital will be redistributed for future plans at Buckingham Terrace and Truman Terrace.

Russ believes that the sidewalks and reclaiming of the asphalt and paving will cost an estimated \$250K which will come out of the Housing Authority's savings. Currently we have approximately \$2.3 million in the account.

Janelle mentioned that this is a better way to be financially responsible. Janelle mentioned that we should be considerate of the contractors that have already put in a bid

for the (1) roof by calling and letting them know we are pausing at this time. Calls will be made tomorrow to notify the five contractors that the scope of work will be rewritten in more detail and the new bid will now be for all (13) buildings at Country Ridge.

Janelle has spoken to Dan DiVito about pausing the roof plans for the (1) building. They are both in agreement that we are better waiting and having the quote to include the replacement of all (13) roofs at the same time. Russ added that there should be substantial savings by replacing all roofs at the same time.

Russ mentioned that just like the windows at Truman, specifications will need to be made for the new windows at Country Ridge. A meeting will be held, in the near future so that decisions can be made to decide on the type of windows that will be installed at Country Ridge. Janelle would like to be at this meeting along with Dan DiVito.

6. Old Business

- a. Discussion and possible action on sealed bids for roof replacement for Country Ridge Building 12- 15.
 - i. This was addressed in the New Business portion of the meeting.

7. Property Manager's Report

- a. Available apartments:
 - i. Country Ridge is full; Buckingham Terrace, April 1 a new resident will be moving into D2. Buckingham will be full at that time.
Truman Terrace has one open apartment.
- b. Work Orders opened from 2/11/2025 – 3/1/2025 were a total of 34 with 4 open at the time the report was run.

8. Resident Service Coordinator Report

- a. Lori Finke gave an update on her first month and a half as the new RSC.
 - i. (2) Guest speakers in February
 - 1. Verizon – talked about signing up for Wireless Internet
 - a. A few residents signed up with Verizon. Some had a good experience and some did not.
 - i. Problems with getting the residents connected properly and prices that were given out did not reflect the bills received.
 - ii. No call backs
 - b. I am working with Verizon to correct these issues.
 - 2. Oak Street Health
 - a. Specializes in primary care. They work with their patients to prevent health problems through regular checkups, thorough exams and connecting the

patient with other services that the patient might need.

ii. Wellness Checks

1. January, I performed 6
2. February, I performed 5
3. March to date, I have performed 8

iii. March Speakers (3)

1. Powerback Rehab is scheduled for all three communities.
 - a. This is a group of Physical Therapists that will come to the clients at their home and work with the client one on one for their specific needs.
 - b. They will be performing a Balance Clinic to identify fall risks, fall assessments and risk interventions.
 - c. Truman Terrace had their visit yesterday and this went well. (6) Residents had their balance checked.
2. Jeanne Vichioli for town Social Services
 - a. Jeanne spoke to all three communities about the services that she performs such as the Food Bank, Renter Rebate, Mursion Fund Applications, Snap and passed out a brochure with the important phone numbers that the residents might need.
3. Jason Coppola is the local Veterans Service Officer, and he will be visiting on March 25th at Truman Terrace. Jason will be talking with veterans and relatives of veterans. All are welcome to attend.

9. Resident Commissioner Report

Sharon Pratt had a few questions:

- a. If a tenant does electrical work without a Variance Request what should be done. These steps will be taken.”
 - i. A letter to the resident explaining that a Variance Request should have been submitted to the office for the Commission to approve before work could be done.
 1. The installer must be licensed and insured.
 - ii. PJ Electric will be called to come and inspect the two ceiling lights wiring to make sure it was done properly.
 - iii. A “Notice” will be distributed as a reminder that any work that a resident would like done in his or her apartment must fill out a Variance Request and submit it to the office. Once the office

receives the request, it will be brought to the next monthly meeting for the Commission to review and approve or decline the request.

Janelle publicly announced that a Variance Request must go through the office and Commissioners.

- b. Would it be possible to have the monthly meeting packets distributed on the Monday prior to the Wednesday night meeting. This would give the Commissioners more time to review the information prior to the meeting.
 - i. Janelle agreed that the packets can be handed out on Monday's going forward.
- c. Sharon had a question for Russ about the RSC line item on in the budget for 2025. Sharon would like to know what the amount was in the budget. Russ did not have the information at the meeting.

Sharon addressed the tenants and thanked them for you for being welcoming to her during her visit to Country Ridge.

Sharon addressed the question about the RSC money. Sharon explained that there is \$300.00 per month, \$25 per site per week. While there wasn't an active RSC, Lori would only ask for the difference from the on-hand dollars at the end of each month so that the following month would have \$300.00 on hand. Example: If \$100.00 was spent during a given month and there was still \$200.00 on hand, Lori would only ask for a reimbursement of \$100.00 for the following month. Sharon would like to have the \$300.00 check cut per month going forward now that we have an RSC to make monthly purchase for the coffee hour snacks. Sharon asked if the \$300.00 check could be increased going forward. Russ said there was wiggle room and would look into raising the amount.

Sharon explained that she does not work for PropertyWorx or the Watertown Housing Authority. Sharon said she is an elected by the residents for her Resident Commissioner position and therefore works for the residents. She will always be fair in her decisions for the residents when warranted and fair with the housing authority when warranted. Sharon said that she does not take sides.

Sharon also mentioned that she visits the residents because she wants to be the voice of the residents and that she treats all three sites the same.

When Sharon votes on anything that the Commissioners vote on, Sharon said that her decision is based on the best interest of the residents. Sharon said that she does not allow anyone to bully her or sway her decision one way or the other. Sharon makes her decisions with all 120 units in mind and tries to be the voice of the residents.

10. Public Participation

Deborah Manley	CR 13 spoke
Susan Dubay	CR 29 spoke
Sharon Pratt	TT C-2 spoke
Helen Gizzi	CR 21

11. Adjournment

Motion to adjourn meeting at 6:52 PM by Sharon Pratt and second by Peter Mucciarone.

Sharon Pratt
Watertown Housing Authority