

Regular Meeting Wednesday, November 12, 2025
Truman Terrace 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, November 12, 2025, at Truman Terrace – 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
Denise Russ – Commissioner
Peter Mucciarone – Commissioner
Dan DiVito – Vice-Chair
Janelle Wilk – Chairwoman
Russ Antonacci, Manager

Members Absent: None

Absent: Lori Finke, Property Manager
Lance Valentino, Property Manager

2. Chairwoman's Report

Janelle Wilk mentioned that the existing Agenda will need a couple of changes. They are as follows:

#5 New Business

- 5a. Discussion and possible action on Grievance Policy
- 5b. Discussion and possible action to address falling rocks from the hill by the circle/community center at Truman Terrace.

Happy November! I want to use my time for my Chair report tonight to address a couple of things that were brought to my attention.

This past month I noticed that our flags at Buckingham Terrace and Country Ridge were torn and tattered. I had asked Lance and Lori if they could please replace all three flags. The appropriate flags and flag size were ordered for each site and were replaced. The flag sizes match the poles that each flag is on.

It was also brought to my attention that some residents are helping other residents out with their energy assistance and other personal paperwork and that's fine. I have said this before when someone made a comment last year when Sharon Pratt was helping other residents out with their personal paperwork. If a resident feels comfortable and wants to share their personal information with that

person, it is their right. That has nothing to do with Watertown Housing Authority. This also means the residents are responsible for their own paperwork.

3. Approval of Minutes

a. Regular Meeting – Buckingham Terrace, October 8, 2025

Chair Janelle Wilk asked for a motion to approve the Minutes from the regular meeting held on October 8, 2025.

A motion was made by Denise Russ, and second by Dan DiVito to approve the Regular meeting minutes of October 8, 2025.

Discussion: none.

Aye: Wilk, DiVito, Russ, Mucciarone

Nay: 0

Abstain: Pratt

Motion Carries

4. Approval of bills paid in November 2025

Chair Janelle Wilk asked if there were any questions on the bills for November 2025.

Denise Russ questioned why there were two payments for minutes. One to Mindi and one to Lori. Janelle explained that Mindi did the minutes for one month and the following month Lori covered for Mindi who was on vacation.

Denise Russ questioned the increase to \$400.00 for the RSC monthly check. Russ A answered by saying that the increase was made because of the increase in the price of groceries. Also, there was enough money in the approved budget from December 2024 to cover \$400.00 per month. Denise Russ didn't remember the Commission voting on the increase and Janelle Wilk agreed and said that she had the same question when the increase happened.

Denise Russ asked why there were five payments for the maintenance hours. Russ A explained that the billing overlapped for October and November.

Janelle asked for a motion to approve the bills for November 2025.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for November 2025.

Discussion: none.

Aye: Wilk, DiVito, Russ, Mucciarone, Pratt

Nay: 0

Abstain: 0

Motion Carries

5. New Business

a. Discussion and possible action on Grievance Policy

Chair Janelle Wilk explained that the current Grievance Policy has one person who will hear the grievance as a one-on-one interview. Janelle would like to have a discussion on this policy and take action at the next meeting. Janelle would prefer to have two commissioners perform the interview instead of one.

Denise Russ was concerned that if there were two commissioners and they did not agree that may be there should be three commissioners involved.

Sharon Pratt said that she is speaking for the tenants. The tenants feel that there would be too many people if a change were made. They do not want to talk to a group of people, just one. They feel that if there was a group of commissioners, then they may not file the grievance.

Sharon Pratt said that the tenants feel the policy has worked in the past and would like to see it stay the same. Sharon feels that the commission should do what is best for the tenants. The tenants feel that if they need to meet with more than one commissioner then they should just bring up their grievance at the monthly meeting.

Dan DiVito asked if this is the current Grievance Policy and is there a reason this is coming up now. Janelle Wilk said that this is the current policy, but she feels that it should be reviewed to see if any changes are necessary.

Russ A gave a suggestion that if the interview stays one-on-one, then possibly the meeting can be recorded or videotaped. Videotaped didn't seem to be a good way to go but possibly recording the meeting would be

acceptable. This recording would only be needed if there was a disagreement between the two parties and once resolved the recording could be deleted.

Denise Russ questioned who handles grievances now.

Sharon Pratt said that through the 20 years that she has been at the WHA there have been only two grievances. Sharon said that she normally tries to put out the fires before they begin. The two grievances that Sharon remembers over the 20-year period were managed by Mr. Raimo. Mr. Ramio went into the apartments for the one-on-one interview. Mr. Raimo would make his decision within seven days and get back to the tenant that filled out the grievance.

Sharon Pratt explained that this is how it was always managed. Currently, if a tenant goes to her and explains that they want to fill out a grievance, Sharon gives them the paperwork. This then needs to be passed on to the Commission.

Sharon Pratt does not have a problem with changes to the policy but the tenants do not want to go in front of a group of people. Sharon stated that the result does not always go in the tenant's direction. Sharon said that she recently was given three grievances. One person backed out, and Sharon asked that the other two hold off until the policy was reviewed. Sharon does not want to see any friction between the Commission and the tenants.

Chair Janelle Wilk wanted everyone to be aware of the grievance policy and felt it is good to have a discussion about the policy.

Dan DiVito motioned that the discussion on the grievance policy be tabled until the next meeting. Peter Mucciarone seconded the motion.

- b. Discussion and possible action on to address falling rocks from the hill located by the circle/community center at Truman Terrace.

Chair Janelle Wilk explained that there have been rocks that have fallen from the hill next to the circle/parking lot by the community center.

Denise Russ suggested that Jerry Lacowski be contacted to give recommendations on how to avoid any more issues from the hill.

6. Resident Service Coordinator Report

- a. No report.

Russ Antonacci had two items to report on at this time.

- The state of Connecticut is asking to have a Radon Test performed on all 40 units at Country Ridge. Russ has spoken to the consultant (Peter) on the small cities project about this test. Peter reached out to the Torrington Health Department who has individuals that can perform this test without hiring a Professional Environmental Company. Russ will be following up with Peter to schedule the radon testing.
- Russ does not think that the kits will cost the housing authority any money. This is a simple test that will require a kit being left in each apartment for a minimum of 3 days. They will then be retrieved and sent out for testing.
- Russ feels that this test is another box on the check list and shows that the state is moving forward. Russ will be asking Peter to check and see if there is anything else that the state may require before releasing the funds. Russ's hope is that we can be proactive on any other requests that the state may have going forward.

Russ mentioned that the Procurement Policy should be reviewed but not at this meeting.

Russ mentioned this so that the commission can begin thinking about better ways to put projects out to bid. The current listing in newspapers and the housing authority's website isn't working anymore. As we have seen in the past year, there were cases where the WHA only received one bid per project. Russ would like to see if there are other ways to get the information out to contractors when WHA is requesting bids on projects.

Chair Janelle Wilk mentioned that there are policies that need to be updated. This is being tabled for further discussions.

7. Resident Commissioner Report

- a. Sharon is speaking on behalf of Truman Terrace. Truman Terrace's layout is different than the other two communities. Truman Terrace has two story buildings where Country Ridge and Buckingham Terrace are one level.

The current problem is a noise issue from the television on a lower level apartment. The television is mounted on a shared wall.

Sharon is asking the commission if tenants should be able to continue hanging their televisions on the walls. This noise travels on both sides of the apartment and upstairs/downstairs.

Russ suggested that if a piece of insulation board is installed on the wall before the television is mounted, that should buffer any noise. The insulation board can be purchased easily.

Sharon said she didn't have a problem with trying the insulation board.

Janelle said that if this works then going forward any tenant installing a television on the wall must use the insulation board. If this does not work, then the television will need to be taken off of the wall.

Denise asked who would be responsible for paying for this insulation board. The commissioners agreed that the tenant would be responsible for purchasing the material.

8. Public Participation

Diane Lautenschlager	TT B-2	spoke
Bill Damicis	TT C-20	spoke
Gerry Gilbert	TT A-2	spoke
Sam Orsini	TT B-9	spoke
Karen Whitten	TT C-4	spoke

Motion to adjourn meeting at 7:02 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt, Resident Commissioner
Watertown Housing Authority