

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, October 13, 2021
VIA Zoom Meeting – 7:00 P.M.

A regular zoom meeting was held by the Housing Authority on Wednesday, October 13, 2021 at – 7:02 P.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Carmine Verno – Commissioner

Absent: Denise Russ - Commissioner

Other Present: Russell Antonacci – Manager
Lori Finke – Property Manager

2. Chairwoman’s Report – Acting Executive Director – no report at this time.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – September 15, 2021

A motion was made Dan DiVito, and seconded by Carmine Verno to approve the minutes for the Regular Meeting for September 15, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. October 2021

Chair Janelle Wilk: When we have bills to be paid, Dan and I signs the checks and definitely always ask questions when we are signing checks. I do want to double check on bill I signed the check for and I did ask Eleanor. It is the pension for the MFS Service I believe this should be the last payment to Cheryl?

Russell Antonacci, Manager: I know we are nearing the end, if it is not the last one it is pretty close.

A motion was made Carmine Verno, and seconded by Sharon Pratt to approve bills for October 2021.

By voice vote the motion was passed unanimously

5. Property Manager's Report:

Russell Antonacci, Manager reported:

1. Window project and weatherization of Truman Terrace.
Window project – Lori Finke and I have experience with Eversource with the energy efficient program and we discovered that Eversource might be a good candidate to work with the Housing Authority on replacing the windows at Truman Terrace having a possible credit. The inspection by Eversource was completed and the third-party vendor that did the inspections submitted a report to Eversource and now we are waiting to hear from Eversource regarding the funds to replace the windows.
2. Weatherization project - We also found out in 2019 there was a weatherization program started and was stopped with Banton Weston, with only 4 or 5 units done. It was never pursued to come back to do the remaining units. Lori Finke is also in the process of talking to Banton Weston the vendor that did the work at no cost to the Housing Authority from 2019 to see if they would be interested in coming back and doing the remaining units in a timely fashion.

In conversations with the representatives at Eversource we have found out that we are candidates to have the entire property being tested and if necessary weatherized to be more energy efficient.

3. Capitol Replacement Funds

In talking with Janelle Wilk, we are going to need to do the roofs at Country Ridge and generators at Truman and Buckingham Terrace and how we should pursue the money. I did a little bit of research and talked to the Town and was told about the Small Communities Development Block Program. Towns can apply for a federal grant which can go for housing and urban development. The money will not be given to the Housing Authority the applicant will be the town. If we are successful in getting the grant the town will provide us with the grant money. I asked the Town Manager, Mark Raimo if they would assist us in pursuing this. He put me touch with Lisa Cattaneo and I want to thank Lisa for volunteering her time on our behalf. In addition, an outside consultant Peter Testa is an expert in applying for these grants. What I need from the commission tonight is for approval for a Phase One Environmental Assessment and a Capital Needs Assessment to pursue it. We cannot get approval for the grant without these two items.

Chair Janelle Wilk thanked Lisa Cattaneo, Mark Raimo, Lori Finke for their efforts. All these things need to be done anyways and this is great opportunity for the Housing Authority if we get the funds.

Sharon Pratt thanked everyone for their efforts and that it meant a lot from her and the tenants.

A motion was made Carmine Verno, and seconded by Sharon Pratt to do an RFP for the Environmental Assessment for an Engineer for Phase One.

By voice vote the motion was passed unanimously

A motion was made Carmine Verno, and seconded by Sharon Pratt to do an RFP for the Capital Needs Assessment for an Architect for Phase One.

By voice vote the motion was passed unanimously

Russell Antonacci, Manager: I will be presenting a P & L which is running a surplus based off of budget. The surplus is not going to be as big; it didn't account for compensations that went to the employees that were terminated and there was a surge of work order service requests and that surge has not stopped. There is a little bit more effort to fill vacancies than what existed before and in filling those vacancies it will double the maintenance budget.

Chair Janelle Wilk: I want to be fiscally responsible and do what best for our residents. I know things have been backlogged and I have seen firsthand there is more work that needs to be done going forward with costs and taking more time.

Lori Fink, Property Manager reported:

- a. Vacancy updates – Country Ridge and Buckingham Terrace is full; we have 6 open at Truman with 2 being taken this weekend with 4 available.

Chair Janelle Wilk: I like that the units are being filled during the cold season.

- b. Variance Requests
One request from Country Ridge Unit 32, the tenant would like to replace the dome light with a hanging light and she will hire a licensed electrician to do it.

A motion was made Daniel DiVito, and seconded by Sharon Pratt to approve it.

By voice vote the motion was passed unanimously

- c. Work Order Updates – September 17th to October 22 with a total of 31, currently we have 14 that are open and in progress and it is a constant revolving door.

6. Old Business

- a. Follow up on the WHA Handbook – It is moving forward with Sharon Pratt taking the lead on it. When finished a draft will go to commissioners to look at and then we will move forward from there.

7. New Business

- a. Approval of capitalization policy – This is purely accounting with a formal policy drafted for approval.

A motion was made Daniel DiVito, and seconded by Sharon Pratt to approve the capitalization policy.

By voice vote the motion was passed unanimously

- b. Invitation to bid was added to the WHA web site on October 6th with a due date of October 15th. The Truman terrace thermostats and Call to Aide switches need to be replaced.

Lori Finke, Property Manager: We received 2 bids in the office.

Chair Janelle Wilk: It is in the newspaper and on our website.

- c. The Meet and Greet meetings have been scheduled for 10/15 at Buckingham Terrace, 10/18 for Truman Terrace and 10/20 for Country Ridge. These will be a chance for residents to meet the WHA Commissioners and PropertyWorx team. – the time will be at 10:30 and quite a few people have signed up.

8. Public Participation – none.

9. Adjournment

A motion was made Dan DiVito, and seconded by Sharon Pratt to adjourn the meeting at 8:03 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority