

Regular Meeting Wednesday, May 10, 2023
Turman Terrace, 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, May 15, 2023 at Truman Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:04 p.m.

1. Roll Call

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

Absent: Denise Russ – Commissioner

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

2. Chairwoman’s Report

Chair Janelle Wilk reported: “Happy May” I apologize for not being at our last meeting but I was on vacation and I would like to thank Dan for running our last meeting in my absence.

This month will be two years since Watertown Housing Authority officially signed a contract with PropertyWorx. It is written in the contract that when the initial two years is up the contract will automatically renew for another 1-year term and the total price shall increase by 5% for the third year. I think that Watertown Housing Authority is moving in the right direction with PropertyWorx as part of our team.

I wanted to mention that a new section was added into our agenda for this evening for Commissioners in case they have any questions or comments. That is all I have to say everything else would be on the agenda.

3. Approval of Minutes

a. Regular Meeting Buckingham Terrace, April 12th

A motion was made by Carmine Verno, and seconded by Dan DiVito to approve the Regular meeting minutes of April 12, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for
 - a. May 2023

Discussion: none.

A motion was made by Dan DiVito, and seconded by Carmine Verno to accept the bills for May 2023.

By voice vote the motion was passed unanimously

5. Commission Questions and Comments
 - a. “Carmine Verno said through the Chair, sadly with regret I submit my resignation due to future family obligations that prevent me from honoring the Chair as it so deserves. I want to thank the board. Serving with all of you and I want to thank PropertyWorx. I know how challenging it must be. I could not fathom doing it as you know you cannot make everyone happy all the time. I think that you guys are doing an outstanding job. I never had or heard of a problem. I do not know between the two of you, who has the more difficult job. I heartly thank you guys for your hard work. I want to thank Eric and the residents. I hope you feel I have served you with honor and dedication. I am going to miss you all.”
 - b. Chair Janelle Wilk thanked Carmine for helping in a pinch. You needed to leave for your family but you stayed strong and stayed to see through the window project. I truly, truly thank you. You were a great asset and I will miss you, we will all miss you and you are welcome back anytime.
 - c. Carmine also mentioned that he is on the Police Commission and along with his family Carmine had to make a decision to resign from one or the other. Carmine chose the Police Commission as he is a retired Police Officer. Carmine also added that he loved every minute of working with the Watertown Housing Authority and if things clear up in the future, he might be ready to serve.

6. Property Management Report

Lori Finke reported:

1. Available apartments:
 - a. 10 phone calls were made to ask people on the waiting list are still interested in moving to the WHA.
 - i. (2) New tenants will be moving into Truman Terrace, one resident moved in May 1, 2023 and the second will be moving into Truman Terrace on May 15, 2023.

- ii. (1) New tenant will be moving into Buckingham Terrace on June 1, 2023.
 - iii. (2) people had medical issues and could not meet at this time.
 - iv. (2) people refused the apartment shown. One said the apartment was too small and that the stairs would be a problem. The second person said that he was not ready to move.
 - v. (2) calls were made and messages were left, with no response.
 - vi. (1) Person came on May 9th and had not decided if she was ready to move at this time. She will let Lori know.
 - b. Dan DiVito asked how many units were now available. Lori replied that there are 3 still open at Truman Terrace and 2 at Buckingham Terrace. Country Ridge remains full. Total of 5 apartments open.
 - c. Chair Janelle Wilk asked how close the open apartments are to be ready for showing. Lori responded that the apartments are 85% ready at Buckingham Terrace. The 3 apartments at Truman will be shown but if the person is going to take the apartment, they will be told that it will not be available until sometime in July.
2. Sharon Pratt asked Lori Finke if she knew how many more names were on the waiting list.
 - a. Lori replied that there were approximately 41 names left.
 - b. Sharon asked how long we will wait to open the list. Chair Janelle Wilk reply that we would try to open the list by July.
3. Windows
 - a. Lori Finke let the Commissioners know that in the back of their packet were pictures of the new windows that have been installed in C6.
 - i. Russ Antonacci commented that once all the windows are installed, they will be a beautiful improvement to the buildings.
 - ii. Dan DiVito mention how the new window will help with the heating cost.
 - b. Lori Finke let the residents know that they will have a 3 – 5-day notice as to when they can expect their windows to be installed. As soon as the contractor has a delivery date from the supply house a schedule will be sent out. The contractor anticipates the job to begin in June and they are intending on completing one apartment a day.
 - c. Russ Antonacci commented that it is a very aggressive schedule. Lori Finke mention that she requested the contractor to make sure if it gets late in the day, that they make sure the inside is completed and they can finish the outside afterwards.
 - d. Dan DiVito mentioned that the frames are all premade which should help the installation time.
4. Variance Request

- a. A resident is requesting permission to install a Bidet in his bathroom. The resident has already installed the bidet without a variance request and he was told to submit one for review.
- b. Russ Antonacci will meet with the resident prior to the next meeting to see the reason behind the request. A decision can be made at June's meeting as to whether it can be kept or needs to be removed.
- c. I note will be placed in the resident's folder stating that he installed the Bidet without the permission from the Commission by using a Variance Request.

5. Movement of Money

- a. Russell Antonacci reported that four out of eight moves have been made with the WHA funds.
 - i. Move #1: Reduce TSB MM by \$250,000 to TSB 13-month CD @4.41%.
 - ii. Move #2: Close Ion CD and move \$115,066 into Ion Bank Sweep Acct. @4.91% liquid.
 - iii. Move #7: Reduce TSB Operating by \$150,000 into TD Bank 6-month CD @5.21%.
 - iv. Move #8: Reduce TSB MM by \$325,000 into TD Bank 6-month CD @ 5.21%.
- b. Russell Antonacci then reported that four more moves will be made within the next week or so.
 - i. Move #3: Reduce TSB Operating Account by \$385,000 into Ion Bank Sweep Acct. @4.91% liquid.
 - ii. Move #4: Close Webster MM and move \$154,598.45 into Webster Institutional Account @ 4.3% liquid.
 - iii. Move #5: Close Webster CD and move \$82,256.85 into Webster Institutional Acct. @4.3% liquid.
 - iv. Move #6: Reduce TSB MM by \$264,145 into Webster Institutional Acct. @ 4.3% liquid.
- c. Russell Antonacci explained that the New Balance Sheet would be:

i. TSB Operation	\$155,522.42
ii. Capital Reserves	
1. Litchfield CD	\$143,604.26
2. TD Bank MM	\$241,967.62
3. TSB MM	\$102,485.92
iii. New TSB CD @ 4.41%	\$250,000.00
iv. New Ion Bank Sweep Acct. @ 4.91%	\$500,066.15
v. New Webster Inst. Acct. @ 4.3%	\$501,000.30
vi. New TD Bank CD @ 5.21%	<u>\$500,000.00</u>
	\$2,394,646.67

6. Public Participation (Karen Whitten C4, Gerald Gilbert A2, Roger Anctil B5, Martha Nemiccolo C18 and Sam Orsini B9)
 - a. Concerns with the crank windows, originally all windows would have been crank windows. Russ and the Commissioners listened to the residents concerns and the plan was modified to include both single hung and crank windows.
 - i. The reason that the cranks windows remained in certain areas is due to the size of the window. The aesthetics of the building would look odd and the windows would have to be custom built to fit.
 - b. The installation and location of the air conditioners were a concern of the residents.
 - i. Russ has offered to volunteer a crew twice a year to deliver and install the air conditioners in the spring (date TBD) and remove, tag and store free of charge in the fall (date TBD).
 - ii. The initial installation of the air conditioners will be done at the time of the window installation.
 - c. The main purpose of installing new windows is to make them more energy efficient. Leaving the air conditioners in the windows during the winter months will defeat the purpose. Therefore, PropertyWorx will aid in the install and removal of the air conditioners on a yearly basis free of charge.
 - d. A letter will be sent to all Truman Terrace residents with information on what size air conditioner is recommended for the new windows.

7. Adjournment

A motion was made by Sharon Pratt and seconded by Dan DiVito to adjourn meeting at 7:17 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority