

**WATERTOWN HOUSING AUTHORITY**  
**1091 Buckingham Street**  
**Watertown, CT 06795**

**Minutes**  
**Regular Meeting: Wednesday May 11, 2022**  
**6:00 P.M. A.M.**

A regular meeting was held by the Housing Authority on Wednesday, May 11, 2022 at Truman Terrace – 6:07 P.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director  
Dan DiVito – Vice Chairman  
Sharon Pratt – Resident Commissioner  
Denise Russ - Commissioner  
Carmine Verno – Commissioner (left meeting 7:10)

Others Present: Russell Antonacci - Manager  
Lori Finke - Property Manager  
Attorney Franklin Pilicy

2. Chairwoman’s Report:

Janelle Wilk reported:

Welcome back! It is great to actually be here and to finally see everyone in person again. I starting writing my Chair report earlier this week and it was beginning to be ridiculously long. So instead of everyone hearing me ramble on, I added some of what I going to say into the agenda this evening. Hoping that this will allow all commissioners an opportunity to comment, ask questions and have a conversation if need be.

A lot of things have been going on since the last time we were able to have a meeting in person, and a lot of it happened all at the same time; we switched to a Property Management Company, some board members left, WHA welcomed new board members and I became Chair. Unfortunately, COVID didn’t not help this situation.

All the board members are volunteers including myself, and all of us do this because we genuinely care about our Town and care about WHA. We are a team with the same vision; to want to make WHA continue to move forward, to learn and to improve. Hiring a Property Management Company was one of the directions we went in to help to achieve that vision. Many improvements have already been started and more are being discussed.

Going forward to help continue our vision, there will be better communication between all parties. I have already discussed some ideas with Russ and Lori and that we meet before our regular meetings so we have more time to go over our agenda and another meeting be held with the RSC so there is better understanding of tenant’s concerns.

As previously asked, I would like Russ to added as one of the signatures to our Thomaston Bank Account to make WHA's work go more smoothly. I do want to publicly thank Russ for making this suggestion and adding TD bank for an additional bank for WHA.

I know we will all continue to come up with ideas and ways that will have WHA run more efficiently and will help us to improve. Stay well and enjoy the beautiful weather.

Please let me know if you need anything else.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – March 9<sup>th</sup>

A motion was made by Carmine Verno and seconded by Denise Russ to approve the regular meeting minutes for March 9<sup>th</sup>.

By voice vote the motion was passed unanimously

b. Special Meeting VIA Zoom – March 14<sup>th</sup>

A motion was made by Denise Russ and seconded by Dan DiVito to approve the special meeting minutes for March 14<sup>th</sup>.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. April 2022

A motion was made by Denise Russ and seconded by Carmine Verno to approve the bills for April.

By voice vote the motion was passed unanimously

b. May 2022

A motion was made by Denise Russ and seconded by Dan DiVito to approve the bills for May.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke reported:

a. Updated Vacancy Report:

Country Ridge – 2 apartments have opened up due to tenants passing away.  
Buckingham Terrace – 1 apartment open for the same reason.  
Truman Terrace – 3 apartments that are available. I have been meeting with people showing the apartments, it should be full very soon.

b. Variance requests:

1. A variance request to change paint color at tenant's request – Country Ridge Unit 18.

It was noted that the tenant knows that they would have to paint it back to same color when the tenant leaves at their cost.

A motion was made by Carmine Verno and seconded by Dan DiVito to approve.

By voice vote the motion was passed unanimously

2. A variance request to replace counter top due to age – Lori put in request with attached estimate. The picture is one part of the counter top and it would be all of the counter top to be replaced, this would be at our expense.

A motion was made by Dan DiVito and seconded by Carmine Vero to approve.

By voice vote the motion was passed unanimously

Russ Antonacci, Manager reported:

- The windows for Truman Terrace, Eversource have confirmed the incentive of \$33,000 to the energy program. The architect that the commission approved will be here on Tuesday doing their assessment, put together architectural plans and elevations for the windows. Once we get numbers from contractors through bidding then we can probably capture that incentive from Eversource and to move forward.

Russ Antonacci noted getting the material in, in a reasonable amount of time is a complete unknown.

Carmine Verno noted whatever he can do to facilitate expedition let him know and I will do it.

A suggestion was made to move forward as fast as we can using our money to start, it does not exclude us from having the grant.

Sharon Pratt: The residents are asking if the air conditioners can be put in now?

A notice from the office will go out to tenants in regards to using the air conditioners.

Sharon Pratt talked about the mold issue at Buckingham Terrace if anything was going to be done.

6. New Business

- a. Discussion the title and position of Acting Executive Director and Authority Bylaws.

Attorney Franklin Pilicy: Mr. Pilicy talked about a complaint received regarding the FOIA Act. He said a lot of this ties into your Bylaws, they are outdated in many respects due to a change to private management. I am going to recommend that we amend the Bylaws. Mr. Pilicy reviewed the Bylaws with the commissions in regards to possible changes.

Attorney Franklin Pilicy will make a draft of By-laws for the commission to review for the next meeting.

A motion was made by Carmine Verno and seconded by Janelle Wilk to amend the By-laws and review with comments.

By voice vote the motion was passed unanimously

- b. Discussion and possible editing of descriptions for Scopes of Works for positing (Painting, plumbing and Fertilization).

In your packets are the old scope of contracts and the new scope of contracts for the commission to review.

A motion was made by Dan DiVito and seconded by Carmine Verno to table and take a look the Scope of Works for a special meeting.

By voice vote the motion was passed unanimously

7. Old Business

- a. Follow up on WHA Handbook – An existing and new electronic version of the WHA Handbook will be sent to commission members for their review for the next meeting.

8. Public Participation –
  1. Marzia Noss -BT A1 spoke.
  2. Joy Goldfarb – BT C-8 spoke.
  3. Kathy Licnikas – BT D-6 spoke.
  4. Jean O’Brien, spoke.
  5. Gerald Gilbert TT A-2 spoke.
  6. Janet Ayotte - BT B-3 spoke.
9. Executive Session – time in 7:26
  - a. Executive of Private Management

Motion: Janelle Wilk and seconded by Dan DiVito I move to go into Executive Session for the purpose of a discussion about the evaluation of Private Management. Attending will be Dan DiVito, Sharon Pratt, Denise Russ, Attorney Franklin Pilicy and myself Janelle Wilk.

Time out 8:19 p.m.

10. Regular Session

No motions were made.

11. Adjournment

A motion was made by Janelle Wilk and seconded by Dan DiVito to adjourn meeting at 8:20 p.m.

By voice vote the motion was passed unanimously

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Janelle Wilk, Chairman/Acting Executive Director  
Watertown Housing Authority