

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, January 13, 2021
VIA Zoom Meeting – 7:00 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

Other Present: Russell Antonacci – Interim Manager
Lori Finke – Interim Property Manager
Franklin Pilicy – Attorney

2. Public Participation:

Katherine Camara, 31 Cottage Place: spoke

3. Chairwoman's Report – Acting Executive Director

Janelle Wilk reported: I hope everyone had a nice New Year. Again I want to thank everyone for their patience through the transition. I would also like everyone to know by next week all commissioners will have their Watertown Housing Authority email address and they will be posted on our website. I want to thank Russ and Property Worxs for helping to make that happen.

4. Approval of Minutes

a. Regular Meeting VIA Zoom – October 14, 2020

A motion was made Denise Russ, and seconded by Daniel DiVito to approve the minutes for the Regular Meeting for October 14, 2020.

Aye: 4 Wilk, DiVito, Pratt, Russ

Nay: 0

Abstain: 1 Verno

Motion passes

b. Special Meeting VIA GoToMeeting – November 2, 2020

A motion was made Daniel DiVito, and seconded by Denise Russ to approve the minutes for the Special Meeting for November 2, 2020.

Aye: 4 Wilk, DiVito, Pratt, Russ

Nay: 0

Abstain: 1 Verno

Motion passes

c. Special Meeting VIA Zoom – December 30, 2020

A motion was made Daniel DiVito, and seconded by Denise Russ to approve the minutes for the Special Meeting for December 30, 2020.

By voice vote the motion was passed unanimously

5. Approval of bills paid for January 2021

A motion was made Denise Russ, and seconded by Sharon Pratt to approve bills for January 2021. 2021.

The commission suggested for cost savings on supplies, using a laser cartridge vs. ink cartridge, cover pages are not needed in the packet and to copy on both sides of the paper to save on paper.

By voice vote the motion was passed unanimously

6. Interim Manager's Report

Russell Antonacci reported:

- a. Format/Presentation Financials – Russ Antonacci presented modifications to the payables report and asked the Commission to review for any additional changes. Mr. Antonacci went on to explain that although the WHA is one entity, the entity is made up of three separate communities. Three separate assets. These communities have their own identity, they vary in size, construction, architecture, and age. Each community must be managed equally, but each community should be managed separately. They should have separate financials. Separating the financials includes, but is not limited to, separate bank accounts, budgets, profit and loss statements, and more. In addition, they should each have their own capital reserve/replacement plan. The separation will make it easier to measure the performance of each community/asset. By separating the communities, from a financial stand-point, and by seeing a profit and loss statement each month, for each community, it will give Management and the Commission better clarity in determining the unique needs of each community and better information for the planning process.

Commission comments and questions:

Chairman Janelle Wilk: It gives better transparency and understanding.

Denise Russ: What if one of the communities runs out of money?

Russ Antonacci: Separate reserves accounts would be in place based on the capital needs of each community thus diminishing the likelihood of such a scenario and assuring that funds would be in place in case of emergency.

Daniel DiVito: Agrees with the commission regarding transparency and a better understanding of the financials of what is going on for future planning.

b. Interim Manager Updates

- i. Web Site – Russ Antonacci informed the Commission that controls of the web site have been transferred to the interim manager and will now be managed inhouse at no additional cost.

Commission comments

Chairwoman Janelle Wilk: We should be in control of our own website.

Dan DiVito: I second what Janelle said and I appreciate taking the initiative and bringing to our attention items that can be done better.

- ii. Postings - Russ Antonacci stated now that we have control of the web site, we have the ability via the content management system for publishing calendars, agendas and meeting minutes. The Town will set up a link on their website which will direct people to the Housing Authority's website.

- iii. Commissioner email addresses

Russ Antonacci: All commissioners will have an email address to conduct Watertown Housing Authority business vs. using your personnel email address.

Janelle Wilk: All commissioners email addresses will be on the website.

Russ Antonacci: This is voluntary and makes it easier for everyone.

c. Review of monthly Commissioner Report

- i. Letter to Residents distributed

Russ Antonacci: The letter is in your report and published online with updates that are going on right now. It is important for the residents to know

that we are working towards their best interests and to know what our goals are.

Commission comments:

Sharon Pratt: The letter did a lot of good and I want to thank you for sending it out. It cleared up a lot of issues the tenants were thinking. I have had nothing but positive feedback from it and that communication was needed.

d. Maintenance Update

Russ Antonacci: At the end of the year we will have a running log of all the maintenance taking place for the entire year. This report begins December 18th and closes on January 11th. During that time we had 37 service requests which have been completed. You can view the service work orders online.

Commission questions:

Daniel DiVito: Have we made any progress with the open apartments?

Lori Finke: We have one ready with a signed lease; the person is moving in this weekend at Buckingham Terrace. We are currently getting another apartment ready to show. We are moving forward.

Daniel DiVito: At the next meeting could there be a schedule of when they will be completed?

Lori Finke: I will.

7. New Business

- a. Discuss and possible action on Request for Qualifications for management of the WHA. Action includes approval of Request for Qualifications, establish publication.

Attorney Franklin Pilicy: This has been sent to the state for review, the state had one or two requests for change, changes were made it was sent back to the state and the state has approved this. I will make one additional comment, in your By-Laws it calls for advertisement for an Executive Director and I would suggest we use the same protocol as a minimum. That calls for the widely circulated paper which is the Waterbury paper for 5 consecutive days and for two consecutive weeks in the local weekly newspaper, the time you want to set the receipt for proposals. Again, there are three parts for commission discussion, the content whether there are additions or changes, publication protocol and the time period for proposal to come in. Part of that is how you will set up the opening of the proposals. It should be a public opening and that could be an

authority meeting or it could be some other date with at least two members of the authority present. I would urge you to vote on this tonight, the state has asked us when this is going to be done. The idea for tonight was to make sure everyone reviewed it.

A motion was made Daniel DiVito, and seconded by Carmine Verno to approve the state recommendations. To publish the proposal in the Waterbury Republican for five consecutive days before the 28th and two consecutive weeks in the Town Times for the 21st and the 28th having a receipt date of February 9th up to 5 pm. Sealed bids to be opened at the commission meeting of February 10th with commission members present. If the commission cannot meet on February 10th, the commission will establish a date as soon as possible keeping the bids sealed. It will be published in the town website.

By voice vote the motion was passed unanimously

Russ Antonacci: Property Worxs will arrange for the publication in the newspapers.

Attorney Franklin Pilicy: The receipt date has to be filled in on the proposal sheet.

8. Executive Session: In at 8:01 p.m.

a. Personnel Matters – Discussion concerning personnel matters

i. Former Executive Director

Janelle Wilk, I move we go into Executive Session for the purpose of personnel matters. Attending Executive Session will be Dan DiVito, Carmine Verno, Denise Russ, Sharon Pratt, Attorney Franklin Pilicy, Jeff George, Russ Antonacci, Lori Fink and I, Janelle Wilk.

Time out of Executive Session 8:14 p.m.

Back into regular session 8:15 p.m.

9. Regular Session - Possible action on Personnel matters

A motion was made Janelle Wilk, and seconded by Dan DiVito no further action is taken on this item.

By voice vote the motion was passed unanimously

10. Adjournment

A motion was made Dan DiVito, and seconded by Sharon Pratt to adjourn the meeting at 8:16 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority