

**Regular Meeting Wednesday, March 11th, 2026
Country Ridge 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, March 11th, 2026, at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:11 p.m.

1. Roll Call

Commissioner's Present:

Sharon Pratt - Resident Commissioner
Denise Russ – Commissioner
Peter Mucciarone – Commissioner
Dan DiVito – Vice-Chair
Janelle Wilk – Chairwoman

Others Present:

Sashoy Redmond
Lance Valentino
Russ Antonacci

2. Chairwoman's Report

Happy almost spring everyone. I hope everyone enjoyed these last past couple of days. I want to thank everyone who listened to me this morning for saying to sign in, but I've been advised that there is no sign in sheet for a public meeting. Let's move forward with the approval of minutes.

3. Approval of Minutes

a. Regular Meeting – Truman Terrace, February 11, 2026

Chair Janelle Wilk asked for a motion to approve the minutes of the regular meeting.

A motion was made by Denise Russ, and second by Dan Divito to approve the regular meeting minutes of February 11, 2026.

Discussion: none.

Aye: Wilk, DiVito, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

b. Special Meeting – PropertyWorx Office, January 23, 2026

Chair Janelle Wilk asked for a motion to approve the minutes from the special meeting.

A motion was made by Denise Russ, and second by Sharon Pratt to approve the special meeting minutes of January 23, 2026.

Discussion: none.

Aye: Wilk, Russ, Pratt,

Nay: 0

Abstain: DiVito, Mucciarone

Motion Carries

4. Approval of bills paid in February 2026

Chair Janelle Wilk asked if there were any questions on the bills for Feb 2026

Denise Russ asked about the \$14,000 paid to WorxShop LLC for maintenance. Lance Valentino confirmed that the majority of time was spread between all three sites and primarily came for the preparation of units for turnover. In addition, this amount represents the total for two months, both January and February.

Denise had a second question about a vendor named Stewart & Stevenson. A name she didn't recognize. Lance informed her that this was a generator service provider.

Janelle asked for a motion to approve the bills for February 2026.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for February 2026.

5. New Business

The 'New Business' discussion will be conducted in the Manager's report. Commissioners moved on to 'Old Business'.

a. Discussion and possible action on alarm system for Truman Terrace.

Alarm system scope & decision to bid

Russ Antonacci presented the first draft of a Scope of Work document

outlining the recommended specifications required by the Authority to go out to bid and to achieve apples to apples cost estimates.

Initial recommendations include

- installing 3 remote power-supply subpanels (one per building) with wireless access.
- 40 addressable wireless heat detectors (one per unit) and
- 40 wireless horn-strobe units (one per unit).

Decision pending: single main control panel for all buildings versus separate control panels at each; choice affects scope, infrastructure and monitoring costs (1 vs 3 monthly fees). *Scope to include a request to quote both options.*

Decision pending: Pull stations: one vendor recommended 8; placement (interior/exterior/stairwells) undecided. *Scope to include a request to quote pull stations and locations for placement as option.*

Management will solicit 5 vendors and publish the bid; motion to approve scope with discussed additions passed; unknown condition of existing wiring may change final costs and timeline (Truman currently lacks a working alarm).

A motion was made by Dan Divito, and second by Sharon Pratt

Discussion: none.

Aye: Wilk, Russ, Pratt, DiVito, Mucciarone

Nay: 0

Abstain:

Motion Carries

- b. Discussion and possible action on opening WHA Waiting List.

Commission tabled discussion for April 2026.

6. Property Manager's Report

- a. Russ Antonacci presented a proposal to possibly replace the current laundry machine vendor.
 - Current vendor CSC is unresponsive, delayed repairs, and one dryer now had a different price; removal by CSC may be difficult and may require

enforced removal.

- Launderama proposed commercial top-loader washers and rear-control dryers with wash pricing \$1.75–\$2.25 by cycle (examples: \$2.00 for 31 min, \$2.25 for 39 min); current wash price with CVSC is \$1.65.
- Vendor contract model charges an annual machine fee and splits revenue above the contract price (example: vendor \$1,000/yr, machine \$1,500/yr, excess \$500 split); contracts auto-renew annually unless a 90-day termination is given.
- No expected out-of-pocket cost; new machines fit existing space; vendor installs at no charge; vendor collects revenue and pays authority the overage; contract details have not yet been supplied for review.
- Board carried a motion to continue discussions and possibly switch to Launderama; board requested additional quotes, contract review.

b. Small Cities State Grant Update

- Russ Antonacci informed the Commission that the final radon tests came back clean.
- Next step is the Department of Housing is preparing contracts for the Town of Watertown; once Town signs, funding flows to the Town to pay vendors; timeline is unknown and governed by the Department of Housing.
- Authority will manage projects: prepare scopes, sign contracts, receive invoices and act as vendor point of contact; Town will only hold funds and cut checks per grant structure.
- Planned capital priorities: roofs, windows, gutters, sidewalks, parking lot/asphalt; proposal to omit siding and pursue reallocating siding money toward sidewalks if permitted by the State.
- Russ Antonacci also proposed having a capital reserve study performed for Buckingham Terrace and Truman Terrace estimated at \$8,000–\$12,000 to help with planning and allocation of current capital reserve money; Country Ridge study deferred until major Country Ridge projects are completed with grant funding.

7. Resident Service Coordinator Report

Sashoy Redmond presented the RSC update.

- New RSC meet and greet was held to introduce myself to the residents to encourage open communication and also engagement. And the residents also participated in engaging activities which promoted interaction and participation.

- I also did a budgeting activity, which I presented myself as a speaker, which provided residents with helpful information and resources related to financial planning and money management.
- A month end birthday party celebration was also held to recognize residents who celebrated birthdays within the month of January, as I wasn't here in January, and also for February. The aim is to foster a sense of community for all residents.
- The average resident attendance for coffee-hour events has increased with Truman Terrace averaging about 14 residents per week. Country Ridge averaging 10 residents per week and Buckingham Terrace averaging about 12 residents per week, which demonstrates steady participation across all communities.
- Eight (8) wellness checks across all complexes to support residents' well-being and also identify any form of service needs were performed.
- The monthly residents' newsletter was distributed to residents to keep them informed of all community updates, available programs, and upcoming events. Residents were also reminded of important program deadlines, including energy assistance.
- Lastly residents were also notified of the upcoming start date of renters' rebate program, so that they may prepare the necessary documentation in advance.
- Overall, the residents have been engaging positively, and also we continue to grow in participation, socialization, educational, and supportive programming.

8. Resident Commissioner Report

- a. Sharon accompanied Sashoy at her RSC meet and greets. Attendance was good and residents were very receptive.
- b. Sharon received four phone calls from tenants, regarding a sign from Allen's Cleaners on the bulletin board for the tenants. There's no soliciting at the WHA. If a business places information at any common area location it must be formally approved and accompanied by at least two competitors. That be said, the WHA has a no soliciting policy.

9. Public Participation

The following tenants had comments, questions, or concerns:

- a. Debbie Manly - Country Ridge 13
- b. Gloria Rossi – Country Ridge 20
- c. Nancy Brooks – Country Ridge 4
- d. Gerry Gilbert – Truman Terrace A-2
- e. Sam Orsini – Truman Terrace B-9
- f. Judith Thibeau – Country Ridge 28
- g. Janine Keifer – Truman terrace B1
- h. Tanya Johnson – Buckingham Terrace D-4

Topics of discussion included but were not limited to the following:

1. A suggestion to add a microphone to the Commissioners table so people can hear better.
2. Request to have grievance forms posted to the bulletin boards at each community. They are posted but people have taken them down.
3. Query about spring repairs to sidewalks and curbing. A walkaround will be occurring in April to create list of common area and grounds repairs.
4. Inquiry about electrical boxes making noise end unit at Buckingham Terrace. Issue will be inspected.
5. Concerns were raised about winter plowing.
6. Inquiry about whether front doors will be replaced when windows are replaced at Country Ridge in 2026.
7. Inquiry about if a new fire alarm system at Truman Terrace would require a code for each resident. This is TBD. Most likely not.
8. Inquiry about if laundry machine services changed, would it affect all three communities. Ander is yes, all three communities would make the change.
9. Concerns were expressed about visitor parking. Visitors have been parking on curbs instead of visitor parking spaces. Notice will go out to residents.
10. Inquiry about whether digital thermostats would be forthcoming to apartments. No decision has been made. Pending.
11. Window seals are coming out of window that were recently replaced.

12. Water issue in apartment water coming out from underneath the tub. Awaiting of vendor color matching for paint.
13. Inquiry about damaged fence at Truman Terrace being repaired. Yes in the spring.
14. Request to have plow contractor replace the newly planted memorial tree that was damaged during snow removal.

Motion to adjourn meeting at 7:21 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt / Secretary
Watertown Housing Authority