

MINUTES

WATERTOWN HOUSING AUTHORITY Regular Meeting: Wednesday, January 11, 2023

A regular meeting was held by the Housing Authority on Wednesday, January 11, 2023 at Buckingham Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:02 p.m.

1. ROLL CALL

Members Present:

Janelle Wilk – Chairwoman
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner
Carmine Verno – Commissioner

Absent:

Others Present: Russ Antonacci - Manager
Lori Finke, Property Manager

2. Chairwoman’s Report – “Happy New Year” I hope everyone had a nice and restful holiday. I want to apologize for not being at the last meeting and want to thank Dan DiVito for running the last meeting in my absence. I have no report tonight because everything I have to say is on the agenda tonight.

3. Approval of Minutes

a. Regular Meeting Country Ridge – December 14th

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the Regular meeting minutes of December 14, 2022 as amended.

Aye: 4 DiVito, Pratt, Russ, Verno
Nay: 0
Abstain: 1 Wilk

Motion passes

4. Approval of bills paid for:

- a. January 2023

Discussion: none.

A motion was made by Carmine Verno, and seconded by Denise Russ to accept the bills for January 2023.

By voice vote the motion was passed unanimously

5. Property Manager's Report

- a. 2023 Budget Presentation – Mr. Antonacci reviewed the handout with the commission showing the budget for 2022 with actuals and what was budgeted for the year with individual line items and description of the expenditure. He also reviewed the proposed 2023 budget which will be submitted to CHFA for approval once the commission approves.
- b. Banking Changes/Update – Mr. Antonacci handed out a balance sheet for 2022, this year the authority will be moving money to ensure that WHA capitol is FDIC insured.
- c. Truman Terrace Window Update

The scope of work will go out in January with plans entailing a blend of single hung windows, double casements and casements hearing what the tenants had to say at Truman Terrace. Mr. Antonacci passed out to the commission the window count and wanted to lock in a number for the scope of work that goes out and then start to advertise for bids.

- d. Updated Available Apartments List – Country Ridge, Apartment 40 will be showing soon. Buckingham Terrace we are not doing anything with right now. At Truman Terrace we have 5 that are available, I met with two people, one accepted and one rejected they said it was too small. Lori Finke has two appointments tomorrow and Monday.

6. New Business - none.

7. Old Business

- a. Discussion and possible action on the proposed new Bylaws. – there is a hold to streamline everything for better communication.

A motion was made by Dan DiVito, and seconded by Carmine Verno to table line item a discussion and action on proposed on new Bylaws.

By voice vote the motion was passed unanimously

- b. Discussion and possible action on Resident Commissioner Election - We received 51 nominations electing Sharon Pratt as Resident Commissioner.
- c. Standard Operating Agreement – Commission and Management – Mr. Antonacci stated he is working on the agreement for the commission in terms of roles and responsibilities with a procedure’s manual.
- d. Stand Operating Agreement – RSC – We will have a guide as to what the RSC does and does not do.

Over the course of the next few months, we can bring our ideas to the table and set up a plan of action for the procedure manual.

8. Resident Commissioner Report

Sharon Pratt reported:

1. Met with most of the tenants, one of the items that came up was the internet and it was learned that they do not do the internet connection with underground wiring.
2. Talked about the RSC’s time with the three communities

Sharon Pratt asked about repairs with emergency situations and the internet process through streaming.

9. Public Participation

Sue Dubay spoke

Dave Leblanc spoke

Gerry Gilbert spoke

Debra Manley spoke

10. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 7:10 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority