

# MINUTES

## WATERTOWN HOUSING AUTHORITY Special Meeting: Tuesday, October 25, 2022

A special meeting was held by the Housing Authority on Tuesday, October 25, 2022 at Buckingham Terrace – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:00 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: Russ Antonacci - Manager

### 2. Chairwoman's Report

Chair Janelle Wilk wished everyone a “Happy October” and wellness.

A moment of silence to honor the two fallen Bristol police officers, Lieutenant Dustin Demonte and Sergeant Alex Hamzy.

### 3. Approval of Minutes

#### a. Regular Meeting Country Ridge – September 14<sup>th</sup>

Discussion: none.

A motion was made by Dan DiVito, and seconded by Carmine Verno to approve the regular minutes of September 14, 2022.

By voice vote the motion was passed unanimously

b. Special Meeting via Zoom - September 30<sup>th</sup>

Discussion: none.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the special meeting minutes of September 30, 2022.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. October 2022

Discussion: none.

A motion was made by Dan DiVito, and seconded by Carmine Verno to approve the bills for October 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report

- a. Updated Vacancy Report
- b. Maintenance Work Order Updates

Russ Antonacci stated the commission has copies of the vacancy report and the maintenance update and asked the commission if they have any questions.

No questions from the commission.

6. New Business

- a. Discussion & possible action on sealed bids for arborist/tree services, landscaping/snowplowing.

**Arborist/tree services:** 1 sealed bid, Good Old Boys Tree Services LLC.

Line item #1 Hourly rate for personnel and machinery for routine call during regular business hours is \$500.00 per hour.

Line item #2 Hourly rate for emergency call after business or weekends is \$700.00 per hour.

On the addendum they have the following: Contractor's license, updated certificate of insurance, number of staff is 4 and they are 23 years in business.

Discussion amongst the commission in regards with the pricing is the companies having to carry a hefty insurance policy and the expensive equipment they use. One reason for the on-call arborist is we don't go through the process of who do we call and getting bids.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve Good Old Boys.

The contract is for 3 years.

By voice vote the motion was passed unanimously

**Landscaping/Snowplowing:** 1 sealed bid Complete Services

Snowplowing and Landscaping bid is \$81,000

Payloader per hour is \$250.00

On the addendum they have the following: Contractor's license, updated certificate of insurance, number of staff is 26 and they are 17 years in business.

Equipment and staff listed are payloader, trucks, snowplow, snowblowers, 10 to 15 shovelers, landscaping equipment, mower, trimmer, blowers and edgers.

Discussion amongst the commission in regards to the rising cost of fuel, equipment, labor issues and insurance. It was noted that 14 percent is not out of the realm of reality given the situation we are in with the world today.

A motion was made by Daniel DiVito, and seconded by Carmine Verno to approve the 3-year contract bills for Complete for landscaping and snowplowing.

By voice vote the motion was passed unanimously

7. Old Business

a. Discussion and possible action on WHA Handbook.

Chair Janelle Wilk noted the changes that were made, and the taking of no cash.

Sharon Pratt noted the forms are not attached to the handbook.

A motion was made by Daniel DiVito, and seconded by Carmine Verno to approve the handbook including the forms being attached as well.

By voice vote the motion was passed unanimously

- b. Discussion and possible action on proposed new Bylaws. – There will be discussions with Attorney Pilicy going through the books, the bylaws, the contracts having it all uniform.

A motion was made by Daniel DiVito, and seconded by Sharon Pratt Carmine Verno to table.

By voice vote the motion was passed unanimously

- c. Discussion and possible action on replacement windows at Truman Terrace.

The document draft will be published on the website.

Discussion with the commission regarding the bids and the variance in pricing. Talking to the architect and contractors, all 3 vendors utilized the same supplier for the windows for the material cost. On the supplier end they came up with a different number of windows. Stanley was the only contractor to pick up on the error, they then came back to the property a second time doing his own count. The issue that has arisen prior to the specification document is the style of the window at Truman Terrace. There was discussion amongst the commission about crank windows vs double hung windows. It was also discussed maybe using a mix of windows in each unit. Russ Antonacci would like to discuss it with the architect and get his feedback and will share it with the commission.

8. Resident Commissioner Report

Sharon Pratt reported:

1. Sharon wanted to thank Russ Antonacci, the Maintenance Department and Property Worx for cleaning up the junk on the side of the garage.
2. The tenants wanted to thank the Maintenance Department for taking the branches and sticks off the sidewalks so the tenants can walk through.
3. We had a couple of behavior problems with a couple of tenants, Russ Antonacci took care of it and everything is running smoothly.
4. The minutes have not been put up on the bulletin board in each complex since June.
5. Asked if the alarms detectors need to be checked for the emergency lights in the hallways.
6. Sharon Pratt wanted to publicly thank the tenants for supporting her while she had her medical issue.

9. Public Participation  
Tom St. Onge spoke.

David LeBlanc spoke.

Jean O' Brien spoke.

Joy Goldfarb spoke.

10. Adjournment

A motion was made by Carmine Verno, and seconded by Sharon Pratt to adjourn meeting at 7:01 p.m.

By voice vote the motion was passed unanimously

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Chairwoman Janelle Wilk  
Watertown Housing Authority