

**Watertown Housing Authority  
Regular Meeting**

**Meeting Date:** June 11, 2025  
**Meeting Time:** 6:00 p.m.  
**Meeting Place:** Country Ridge

**Members Present:** Ms. Janelle Wilk, Chairwoman  
Mr. Dan DiVito, Vice Chairman  
Mr. Peter Mucciarone, Commissioner  
Ms. Sharon Pratt, Resident Commissioner

**Members Absent:** Ms. Denise Russ, Commissioner  
Ms. Lori Finke, Property Manager

**Others Present:** Mr. Russ Antonacci, Manager  
Mr. Lance Valentino, Property Manager

**1) Roll Call**

After roll call, a moment of silence was held for Ron Russ.

**2) Chairwoman's Report – Ms. Wilk**

So, everyone knows, we are opening up a few bids tonight. I just want to say it ahead of time because I see some of you here that we are not awarding anything tonight. So sorry, we'll open them and they will be discussed briefly and I'm requesting that copies be made and distributed to all commissioners by the end of the week. We'll have a special zoom meeting before our next regular meeting. I know it's a busy time for everybody. An email will be sent out to see the availability of everybody. So sorry guys. I just wanted to let know that. Thank you for coming. I was going to say appreciate seeing you. I was just going to say thank you very much for coming..

**3) Approval of Minutes**

Agenda Item:	3.1
Subject:	To Approve the Minutes of the May 14 <sup>th</sup> , 2025 Housing Authority Regular Meeting Minutes – Country Ridge
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Mr. Mucciarone
Text of the Motion:	So moved.

Discussion: None  
Opposed: None  
Abstained: None  
Vote: Motion passed

#### 4) Approval of Bills Paid

Agenda Item: 4.1  
Subject: To Approve the bills for April 2025  
  
Motion Presented By: Mr. DiVito  
Motion Seconded By: Mr. Mucciarone  
  
Text of the Motion: So moved.  
  
Discussion: None  
  
Opposed: None  
Abstained: None  
Vote: Motion passed

#### 5) New Business

**Ms. Wilk** - So I just want to remind everybody last year it's discussion, possible action exhaust bathroom from Buckingham Terrace. We discussed this last year. Everybody remembers, I just want to refresh. Remember we had a lot of mold and a lot of bathrooms at Buckingham Terrace and we had to install, we installed some fans. I thought we did install more, but we made a motion last year because it got to be so bad that we had to clean stuff up. We had to pay for dry cleaning and we opted to say we're going to install these exhaust fans to try and be proactive instead of reactive. It's coming to my attention that not all of them have been done. I know that we can just go for it, but it's a lot more than I thought. So, I'm just suggesting that we make a new motion to have exhaust fans be put into every unit at Buckingham Terrace on ones that are not there. Have all them done before it gets hot for these guys working in attics. And if we can have a motion for that to be done to avoid mold. The work is being done by PJ Electric. They're the ones that started it. So, we do have, I asked Lance to count because I really thought we only have seven left to do and we have a lot more than that. We have 32 left to do and so that's too high of a number. Even though we made the motion last year, I would rather cover us a little bit better just to make that motion again for those to actually be done and have all of them done and just, we'll let them know.

It was noted that with today's electrician rates, we may need to go to bid. With that contingency a motion was called for to put in the remaining exhaust fans.

Agenda Item: 5.1  
Subject: To Approve Installation of the Remaining Bathroom Fans at Buckingham Terrace

Motion Presented By: Mr. DiVito  
Motion Seconded By: Ms. Pratt

Text of the Motion: So moved.

Discussion: None

Opposed: None  
Abstained: None  
Vote: Motion passed

Bids were then opened for the paving and the sidewalks at Country Ridge. Envelope one was a certified letter that was not actually a bid. Envelope two was a bid for the sidewalk from C/S Paving for \$53,560 with processed stone at \$100/yard and \$18/ft of any additional sidewalk. Envelope three was also from C/S Paving reclaiming approximately 41,660 sq. ft. Option one is \$193,300 with \$1500 per basin. Option two is \$193,300 without the center island and again, with \$1500 per basin. Because those are the only bids received, the Board will need to go back through the process and reach out to contractors they know to push in more bids. They will notify C/S Paving when the next round of bidding is.

Agenda Item: 5.2  
Subject: To Table Awarding the Sidewalks & Paving Bids

Motion Presented By: Mr. DiVito  
Motion Seconded By: Mr. Mucciarone

Text of the Motion: So moved.

Discussion: None

Opposed: None  
Abstained: None  
Vote: Motion passed

#### 6) Property Manager's Report – Mr. Valentino

**Mr. Valentino** – There are three apartments available, two at Truman Terrace and one at Country Ridge. All should be set to rent by month's end. There is still a long list to sort through of possible tenants. There are 11 work orders open and a request for three variances. The first is 25 Country Ridge where she would like to have her floors done. The tenant moved in over 15 years ago and they have not been done since. They do need to be done.

Agenda Item: 6.1  
Subject: To Approve the Replacement of the Floors in 26 Country Ridge

Motion Presented By: Mr. DiVito

Motion Seconded By: Mr. Mucciarone  
Text of the Motion: So moved.  
Discussion: None  
Opposed: None  
Abstained: None  
Vote: Motion passed

**Mr. Valentino** – The second one we have spoken about before and he wants it reinstalled. He was told he had to pay for the plumber and he was not willing to. The third variance is for the same thing, a bidet.

After discussion from the Board, it was decided that the tenants may have the bidets if they:

1. Purchase the bidet themselves
2. Hire a licensed plumber (preferably the plumber that is on call for the Board) at their expense
3. Upon moving out, install at their expense, a regular toilet again, installed by a licensed plumber

Agenda Item: 6.2  
Subject: To Approve the Variances for Two Bidets  
  
Motion Presented By: Mr. DiVito  
Motion Seconded By: Ms. Pratt  
  
Text of the Motion: So moved.  
  
Discussion: None  
  
Opposed: None  
Abstained: None  
Vote: Motion passed

#### 7) Resident Service Coordinator Report

No Report

#### 8) Resident Commissioner Report – Ms. Pratt

I don't have a report so much as it's in regard to hoarding problems that we have in our units. And at the last meeting, Dan had brought up something regarding people with pets doing more often inspections of the apartments. I am asking the commission that I think that in some cases that we have that there should be a list of people that quarterly have their apartments checked and others can go on a yearly list, so to speak. But I think it's out of control. And when Dan mentioned that about the, I think that to stop the problem that we're having, that it's something that I feel strongly about that we should be doing every three months or so.

Mr. Antonacci stated that he has had this happen in other properties and the best recourse is to have the Fire Marshall go out and do these inspections.

There should also be a policy in the RSC manual regarding wellness checks and the process of them and how to track them. There should also be well documented timing of them, either bi-monthly, quarterly or yearly. Because the Fire Marshall has the most authority here, they can go in and show how access points become a safety issue. If it happens again, there should be a strike policy, but they are the place to start with.

Ms. Pratt stated we need to begin this soon, as neighbors to the apartments in question are complaining and they have rights as well.

#### 9) Public Participation

Joyce Demarest – B18 spoke.

#### 10) Adjournment

Agenda Item:	10.1
Subject:	To Adjourn the Meeting
Motion Presented By:	Mr. DiVito
Motion Seconded By:	Ms. Pratt
Text of the Motion:	So moved.
Discussion:	None
Opposed:	None
Abstained:	None
Vote:	Motion Passes

The meeting adjourned at 6:34 p.m.

*Sharon Pratt, Sec. W H A*  
Respectfully Submitted,

Mindi Davidson  
Recording Secretary