



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority
Commissioner Report
February 11, 2025





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Regular Meeting
Truman Terrace
February 11, 2026 6:00 p.m.

Agenda

1. Roll Call
2. Election of Officers
3. Chairwoman's Report
4. Approval of Minutes
 - a. Regular Meeting – Buckingham Terrace, January 14, 2026
5. Approval of bills paid for February 2026
6. New Business
 - a. Discussion and possible action on opening WHA Waiting List
7. Old Business
 - a. Discussion and possible action on Grievance Policy
 - b. Discussion and possible action on alarm system for Truman Terrace
8. Property Manager's Report
9. Resident Service Coordinator Report
10. Resident Commissioner Report
11. Public Participation
12. Adjournment

Watertown Housing Authority
Regular Meeting, January 14, 2026
Buckingham Terrace 6:00 p.m.

Members Present: Ms. Janelle Wilk, Chairwoman

Mr. Dan DiVito, Vice Chairman

Mr. Peter Mucciarone, Commissioner

Ms. Sharon Pratt, Resident Commissioner

Ms. Denise Russ, Commissioner

Members Absent: None

Others Present: Mr. Lance Valentino, Property Manager

1) Roll Call

2) Chairwoman's Report – Ms. Wilk

Happy January everyone. I hope everyone had a nice holiday. First, I would like to publicly thank Watertown's Swift Middle Schools choir, the assistant principal, John Anastasio and Watertown Superintendent Ms. Fekete for arranging to spread some holiday cheer by caroling at all three of our sites.

Sharon Pratt had made me aware of some concerns at Truman Terrace. So last week, myself, Sharon and some residents of Truman met. A lot of discussions from that meeting and their concerns I've added to our agenda tonight and we'll talk about them then. A couple of things that are not on the agenda, but I would like to add, I was made aware that each site did not get their sausage and peppers and their sheet cake at their Christmas party. I double checked to make sure we weren't charged for them and we weren't. The tenants will be able to get sausage and peppers and a sheet cake or whatever each site wants, as long as it's within the same amount of money. I'm suggesting that you do a signup sheet. Again, you can get sausage and peppers and a sheet cake or whatever as long as it's the same amount of money. Just let the office know,

In an effort for better communication, we will be implementing a text messaging app at the end of February. Russ, is just going over some final numbers and details of that. So, at the next meeting, we will have more information on that.

3) Approval of Minutes

Agenda Item: 3.1

Subject: To Approve the Minutes of the December 10th, 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: Ms. Russ

Vote: Motion passed

4) Approval of Bills Paid

Ms. Russ questioned some of the insurance bills that she thought were high and then also questioned what a “crime policy” was for. That was tabled for discussion so that Mr. Antonacci could explain. She then had a question regarding the payment for meeting minutes and it was noted that Ms. Davidson is paid hourly, thus the amount changes each time. Finally, she questioned Workshop and that was for the maintenance for each place and part of Property Works

Agenda Item: 4.1

Subject: To Approve the bills for October 2025

Motion Presented By: Mr. DiVito

Motion Seconded By: Mr. Mucciarone

Text of the Motion: So moved.

Discussion: None

Opposed: None

Abstained: Ms. Russ

Vote: Motion passed

5) New Business

A – Adding building letters to Truman Terrace

Ms. Wilk - Discussion and possible action on adding building letters to the front of Truman Terrace. This will allow emergency personnel to locate the problem more efficiently. It can be confusing due to the layout of the buildings.

A discussion was held regarding having the letters also added at Buckingham Terrace as well and agreed upon.

Agenda Item: 5.1

Subject: To Add Building Letters to Truman Terrace & Buckingham Place

Motion Presented By: Mr. DiVito

Motion Seconded By: Ms. Russ

Text of the Motion: So moved.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion passed

B – Adding charging stations to each community center

Ms. Wilk - Discussion and possible action on adding a phone charging station to each community center. This will make it more convenient for tenants to charge their phones etc.

Agenda Item: 5.2

Subject: To Add Charging Stations to all Community Centers

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

C – Adding a sign that says “WHA Visitor Parking Only”

Ms. Wilk – I would like to add, we have spots here that are saved for visitors I would like to just add a simple sign for each location to say parking for “Watertown Housing Authority Visitor Parking Only”.

A discussion was held regarding where to place the signs and then to also add “All Others Will be Towed” to the signs.

Agenda Item: 5.3

Subject: To Place a Sign at Each Location to read “WHA Parking Only – All Others Will be Towed”

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) Old Business

A – Grievance Policy

Ms. Wilk - Discussion and possible action on grievance policy. There was a conversation, I believe, that tenants suggested that Denise be the person. We won't vote on anything tonight.

Agenda Item: 6.1

Subject: To Table the Motion regarding the Grievance Policy

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

B – Alarm System for Truman Terrace

Ms. Wilk - We talked about this a couple meetings ago. The paperwork is here. We're not going to vote on this tonight. Something has to be done within reason, because some of these are extremely expensive. I'm not trying to minimize the importance of having things for safety, but if we can all look at the paperwork that we do have and the information and use our best judgment to see what would be best for an alarm system for Truman.

There was a discussion regarding the different proposals, possibly going out to bid and what they wanted included in the bid. Many residents spoke about not being able to hear alarms at Truman Terrace .

Agenda Item: 6.2

Subject: To Put out to Bid with a Scope of Works for an Alarm System at Truman Terrace

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

7) Property Manager's Report – Mr. Valentino

Mr. Valentino – We have one variance request here at hand for Elsa. She would like to have a bench put in front of her apartment here. She was asked not to leave it there to put it in the back until this went through, but she still has it out in front.

A discussion was held regarding her knowledge of the bench having to move when she returned from vacation and she did not do it. It does block and entry way, so the variance was not granted. She can move it to the back as long as it is not a trip hazard or blocking an entryway. Mr. Valentino will communicate this to the resident.

Right now, there's still one open apartment at Country Ridge, one at Buckingham, and two at Truman. There are 17 completed work orders and there are zero open right now.

It was noted that the application process is closed right now with approximately 80 applications on file. We hope to reopen it next month.

I have one other thing, There was a question on the minutes from last month regarding a discrepancy on the appliance line item. We are now buying from Home Depot and Russ was going to look into the discrepancy.

They go through line by line to mark what appliances and where those appliances are going so we have a better idea as to what's happening. Doreen just has to backtrack and so since it was last month and I know it was a holiday, she is going to get us the numbers of that, so it can be adjusted.

8) Resident Service Coordinator Report

Ms. Wilk – I thought Russ was going to be here, but he's not. But I would like to tell you guys, there's two parts to this and I thought Lance would be one person to have a little bit of reprieve, but I'll take away your happiness to say. You guys will be introduced to, and I believe Joe has been here before to help out on property. We're going to have another maintenance guy to help out Lance. He should be here next week or the week after. He's going to be here within the next two weeks. I'm going to be vague about this and Lance will introduce him. So, you'll have another friendly guy with an orange sweatshirt on to help out. And he will be here. He'll be another maintenance person, but Lance will introduce so you guys know.

Two, I was saying it in the beginning, we do have to interview for an RSC. And so, we have a few viable candidates where we will start to interview hopefully within the next two weeks. We will give you more information on that, but we do have some good candidates and you'll know more after we've actually interviewed.

A discussion was held regarding energy assistance applications. Most in the room had their applications done and then were told that if they knew of some that did not, they could have them call the office for help and support.

A discussion was then held regarding residents that need extra help living and doing basic things and Ms. Wilk spoke about why there were emergency contact on file and that is why they are called.

9) Resident Commissioner Report – Ms. Pratt

The resident commissioner met with all three sites in two weeks. I was going to give a report tonight, but I'm actually not because I think all these tenants came tonight because they want to talk. I'm just going to do a couple little highlights. At all three sites, I'm hearing the same complaints that morale is extremely low. I think they're frustrated. One thing that came up is, again, communication between the housing authority and the tenants is very poor. They also mentioned that when they do come to meetings, the commission doesn't address or answer their questions. They say the commission says that they'll get back to them, but we don't. So, that comes under the lack of communication along with they don't have any idea what's going on. When I came to Country Ridge, the tenants didn't even know that Lance was going to be in the office, Monday and Friday, and they said they should have known. They thought the office was going to be closed Monday and Friday because Lori left. So that's the biggest complaint is the communication issue, and I'm hoping with that texting, we may be able to fix that.

Ms. Wilk - So, mind you, as you guys are saying that, I was already working with Russ to try and figure out ... This is what I'm trying to tell you guys now, because all this stuff has to be worked out, so Lance will be in the office now. I can't promise things if I don't know for sure. I want things to happen. I expect things to happen, but I will not tell you unless I know for 100% that it's going to happen. And so, if there's a lack of moment that I need to actually figure that out and have that happen, I don't want to give you false information. So, in that sense, I'm telling you all this now when Joe's coming in and how we're going to interview and stuff like that, because this is all stuff that's just happening now. And so again, and unfortunately because Russ's office moved all while Lori was leaving and it was all the holidays and stuff, it's like a whole bunch of stuff all happening all at the same time. But right now, new year and we're moving forward. So, I'm sorry for taking away your thunder, cutting into your time, but I just want to let you guys know that he will be in the office Monday through Friday, 8:00 to 12:00 ...

10) Public Participation

1. Joyce DeMarest – Country Ridge
2. Jeanne O’Brien – Buckingham Terrace
3. Helen Gizzi – Country Ridge
4. Tanya Johnson – Buckingham Terrace
5. Deborah Manley – Country Ridge
6. Joyce Goldfarb – Buckingham Terrace
7. Donna Carrafa – Buckingham Terrace

Agenda Item: 11.1

Subject: To Adjourn the Meeting

11) Adjournment

Motion Presented By: Mr. DiVito

Motion Seconded By: Mr. Mucciarone

Text of the Motion: So moved.

Discussion: None

Opposed: None

Abstained: None

Vote: Motion Passes

The meeting adjourned at 7:18 p.m.

Sharon Pratt, Resident Commissioner

Watertown Housing Authority

Watertown Housing Authority
Accounts Payable February 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/30/2026	1012	A Safe and Sound Locksmith LLC	TT B11 service call	Truman Terrace	274.00
Bill	01/25/2026	753350 0126	Ace Hardware	monthly charges	All	93.53
Bill	12/17/2025	1RDW-DC9N-C9DN	Amazon.com	rubber stamp	Country Ridge	23.23
Bill	12/21/2025	1K7X-YPVR-CYKP	Amazon.com	paper organizer tray	Country Ridge	44.87
Bill	12/04/2025	i160806	American Rooter LLC	TT service charge	Truman Terrace	468.50
Bill	12/04/2025	i160942	American Rooter LLC	TT bldg A & B inv correction	Truman Terrace	60.00
Bill	01/01/2026	i161378	American Rooter LLC	TT preventive maintenance water jet	Truman Terrace	1,200.00
Bill	01/06/2026	54129	BTS Graphics & Printing, LLC	resident handbook	All	402.26
Bill	02/01/2026	520128	Complete LLC	monthly contracted services	All	7,333.33
Bill	02/09/2026	520148	Complete LLC	snow pile removal	All	5,000.00
Bill	02/09/2026	520147	Complete LLC	snow pile removal	All	1,500.00
Bill	01/14/2026	011426	Davidson, Mindi	meeting minutes - 01/14/26 13.25 hrs	All	265.00
Bill	01/28/2026	11715	DJ Melodia Plumbing & Heating	BT CC service call	Buckingham Terrace	1,020.00
Bill	02/01/2026	260201496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	01/02/2026	51138183082	Eversource	Summary billing 11/24/25-12/29/25	All	4,868.99
Bill	01/28/2026	5106 556 4007	Eversource	Service 12/29/25-01/28/26	Truman Terrace	83.01
Bill	01/28/2026	5112 556 4047	Eversource	Service 12/29/25-01/28/26	Truman Terrace	65.95
Bill	01/28/2026	5115 336 4062	Eversource	Service 12/29/25-01/28/26	Truman Terrace	213.14
Bill	01/28/2026	5139 236 4014	Eversource	Service 12/29/25-01/28/26	Country Ridge	20.30
Bill	01/28/2026	5144 889 3081	Eversource	Service 12/29/25-01/28/26	Country Ridge	47.44
Bill	01/28/2026	5151 256 4030	Eversource	Service 12/29/25-01/28/26	Truman Terrace	92.33
Bill	01/28/2026	5193 646 4072	Eversource	Service 12/29/25-01/28/26	Buckingham Terrace	163.56
Bill	01/28/2026	5760 163 0056	Eversource - Gas	Service 12/29/25-01/28/26	Country Ridge	535.49
Bill	01/28/2026	5798 873 0057	Eversource - Gas	Service 12/29/25-01/28/26 CR33	Country Ridge	148.78
Bill	01/28/2026	319462	Millette Pest Control LLC	TT C2 - pest service	Truman Terrace	125.00
Bill	01/28/2026	319475	Millette Pest Control LLC	TT C1 - pest service	Truman Terrace	75.00
Bill	01/28/2026	319476	Millette Pest Control LLC	TT C3 - pest service	Truman Terrace	75.00
Bill	01/28/2026	319477	Millette Pest Control LLC	TT C18 - pest service	Truman Terrace	75.00
Bill	01/28/2026	319478	Millette Pest Control LLC	TT C19 - pest service	Truman Terrace	75.00
Bill	01/28/2026	319479	Millette Pest Control LLC	TT C9 - pest service	Truman Terrace	75.00
Bill	01/28/2026	319482	Millette Pest Control LLC	TT C20 - pest service	Truman Terrace	75.00
Bill	01/14/2026	07881-138731-01-1	Optimum	BT Service - 01/15/26-02/14/26	Buckingham Terrace	277.61
Bill	01/14/2026	07881-138730-01-3	Optimum	TT Service - 01/15/26-02/14/26	Truman Terrace	287.61
Bill	01/14/2026	07881-134130-01-9	Optimum	CR Service - 01/15/26-02/14/26	Country Ridge	317.24
Bill	01/08/2026	9130	PJ Electric, Inc.	TT B9 service call	Truman Terrace	75.00
Bill	02/05/2026	9185	PJ Electric, Inc.	BT C6 service call	Buckingham Terrace	200.00
Bill	02/05/2026	9184	PJ Electric, Inc.	CR 5 service call	Country Ridge	381.40
Bill	02/05/2026	9183	PJ Electric, Inc.	TT A6 service call	Truman Terrace	740.06
Bill	02/01/2026	5904	Propertyworx LLC	Feb 2026 management services	All	7,352.00
Bill	01/11/2026	5909	Propertyworx LLC	Ziprecruiter ad for RSC	All	1,116.68
Bill	01/23/2026	012326	Rockland Fence	guardrail installation - balance	Truman Terrace	2,695.00
Bill	02/01/2026		RSC funds	funding for RSC activities	All	450.00
Bill	02/01/2026	0603285570BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	02/01/2026	0603285571CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	02/01/2026	0603285569TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	01/15/2026	1020740 011526	Watertown Fire District	TT Service 12/15/25-01/15/26	Truman Terrace	397.47
Bill	01/01/2026	0304130000BT	Watertown WSA	BT 4Q 2025	Buckingham Terrace	2,301.10
Bill	01/01/2026	0304132000CR	Watertown WSA	CR 4Q 2025	Country Ridge	3,294.90

45,865.24



New Business



Old Business



Property Manager Report

Available units as of 2/10/2026

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1	33	In process of cleaning.	Actively showing unit.
Buckingham Terr.			
1	B-5	In process of cleaning.	Actively showing unit.
Truman Terrace			
3	A-8	All work done.	Actively showing unit.
	C-13	All work done.	Actively showing unit.

Watertown Housing Authority - Work Orders

Entered Date	Status	NoteDate	Description	Address1	Notes
01/13/2026	Complete	01/13/2026	Need to unclog toilet.	CR Apt. 2	Went in and unclogged toilet.
01/13/2026	Complete	01/21/2026	Need to replace light bulb in hallway.	TT Apt. C-11	Replaced light bulb in hallway.
01/13/2026	Complete	01/21/2026	Need to change out light bulb in bathroom.	TT Apt. C-9	Changed out light bulb and replaced outlet in bedroom not working.
01/13/2026	Complete	01/22/2026	Need to fix front screen door that blew open in storm.	CR Apt. 19	Went and fixed front screen door.
01/13/2026	Complete	01/13/2026	Need to change out light bulb in livingroom.	CR Apt. 36	Went and changed out light bulbs.
01/13/2026	Complete	01/13/2026	Went to check mold issue in bathroom around window.	BT Apt. A-1	Went to inspect for mold around window in bathroom. Tenant cleaned it and will keep an eye on it to inform the office if it does come up again.
01/14/2026	Complete	01/15/2026	Need to install door bell.	CR Apt. 28	Installed new door bell.
01/14/2026	Complete	01/15/2026	Need to install door bell.	CR Apt. 29	Put in new door bell.
01/14/2026	Complete	01/22/2026	Need to check smoke detector not working.	CR Apt. 31	Went and spoke to tenant and alarm is good to go.
01/21/2026	Complete	01/22/2026	Replaced light bulbs outside of office.	CR	Replaced all lights that were out in front of the office.
01/23/2026	Complete	01/27/2026	Need to check outlet in bedroom not working. Also the light switch in kitchen over the sink flickers	TT Apt. B-4	Replaced both light switch in kitchen and plug outlet in bedroom.
01/23/2026	Complete	01/27/2026	Need to check toilet not flushing correctly.	BT Apt. E-8	Went in to check toilet. Seems to be working fine but asked tenant to watch if anything changes to let the office know.
01/29/2026	Complete	01/30/2026	Need to go check gas smell in bathroom.	CR Apt. 32	Went and checked the gas smell in unit. Called Eversource and they came out to fix issue.
01/29/2026	Complete	01/29/2026	Need to find where leak is coming from due to spot on ceiling.	TT Apt. B-8	Went in to find leak coming from upstairs shower. Fixed the issue but will keep an eye on it.
01/29/2026	Complete	01/29/2026	Need to go find the leak coming from the toilet.	TT Apt. C-18	Went in and fixed the leak in toilet.
01/29/2026	Complete	02/02/2026	Need to go and check possibly clogged sink in bathroom and shower.	BT Apt. B-6	Went to unclog both bathroom sink and shower.
01/29/2026	Complete	02/02/2026	Need to change bulb in bathroom.	TT Apt. C-9	Changed light bulb in bathroom.
01/29/2026	Complete	01/30/2026	Need to replace light bulb in bathroom.	TT Apt. B-8	Went and changed out light bulb in bathroom.
02/03/2026	Complete	02/03/2026	Need to change out light bulb in bathroom.	TT Apt. B-12	Replaced bulb in bathroom.