

Regular Meeting Wednesday, June 10th, 2026

Country Ridge 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, June 10th, 2026, at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Commissioners Present:

Sharon Pratt - Resident Commissioner
Denise Russ – Commissioner
Peter Mucciarone – Commissioner
Janelle Wilk – Chairwoman

Others Present:

Lance Valentino – Asst. Property Manager
Meg McCormick– Asst. Property Manager

Absent:

Dan DiVito – Vice-Chair
Sashoy Redmond – Resident Service Coordinator
Russ Antonacci – Principal Property Manager

2. Chairwoman's Report

The meeting opened with clarification regarding special versus regular meetings. The Board discussed the need to ratify the previous laundry machine vote because the May 20, 2026 meeting was classified as a special meeting due to the date change.

Discussion was also held regarding future compensation for preparation of meeting minutes and adding the item to a future agenda.

3. Approval of Minutes

Special Meeting – Truman Terrace, May 20, 2026

Chair Janelle Wilk asked for a motion to approve the minutes of the Special Meeting held on May 20, 2026.

Corrections were requested to remove certain language from the public participation section and to ensure the meeting was properly identified as a Special Meeting rather than a Regular Meeting.

Janelle asked for a motion and to approve the Special Meeting minutes of May 20, 2026, with the corrections discussed.

A motion to approve was made by Denise Russ and seconded by Peter Mucciarone

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

4. Approval of Bills Paid in June 2026

Chair Janelle Wilk asked if there were any questions regarding the June 2026 bills.

Discussion included landscaping and mulching expenses, plumbing charges related to water heater repairs at Truman Terrace, Resident Service Coordinator reimbursements, and the remaining use of 2025 RSC funds.

Clarification was also provided that no payment had been made for preparation of meeting minutes.

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

A motion was made by Denise Russ and seconded by Sharon Pratt to approve the June 2026 bills.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

5. New Business

Discussion and possible action regarding office printers.

Discussion was held regarding the inefficiency and expense of the current office printers due to high ink costs and slow performance.

The Board discussed purchasing toner for the existing printer and researching one or two high-capacity laser printers for Country Ridge and Truman Terrace.

Decision: Purchase toner for the current printer and obtain pricing and recommendations for replacement of printers.

Janelle asked for a motion to approve the purchase of toner for the current printer and authorize staff to obtain pricing and recommendations for replacement printers.

A motion was made by Denise Russ and seconded by Peter Mucciarone

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

6. Old Business

a. Discussion and possible action regarding laundry machines.

The Board discussed the need to ratify the previous vote due to the May meeting being designated as a Special Meeting.

Decision: Select Automatic Industries, Option 2, with 25% of receipts returned to WHA, resident cost of \$1.65 per cycle, and an eight-year contract.

Janelle asked for a motion to approve Automatic Industries

A motion was made by Denise Russ and seconded by Sharon Pratt.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

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

The Fire Marshal advised that a complete alarm system upgrade is required to comply with current code requirements.

Only one bid had previously been received. The Board directed staff to continue outreach efforts, republish the RFP, and seek additional bids, including vendors outside the immediate area.

Decision: Table the matter until additional bids and information are received.

Action Plan: Continue outreach, republish the RFP, and update the Board at the next meeting.

A motion was made by Janelle Wilk and seconded by Denise Russ.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

- c. Discussion and possible action regarding moisture, mold, and ventilation concerns.

Discussion was held regarding persistent moisture issues affecting several units and possible wall-mounted dehumidifier options.

The Board agreed to seek recommendations from qualified HVAC professionals before proceeding.

Decision: Table the matter pending expert consultation.

Action Plan: Meg will contact HVAC professionals for recommendations.

A motion was made by Janelle Wilk and seconded by Denise Russ.

Discussion: none.

Aye: Wilk, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

7. Property Manager's Report

- a. Window Repair Project

Marino's Glass submitted a quote for window seals.

Two vendors declined to provide estimates, and an additional vendor remained scheduled to assess the project.

Decision: Continue seeking additional proposals before taking action.

b. Records Retention Policy

Due to limited storage space, discussion was held regarding development of a records retention policy.

Decision: Draft a policy for legal review and revisit the matter at a future meeting.

c. Thermostats

Residents requested programmable thermostats.

The Board discussed checking with Eversource regarding possible free smart thermostat programs. If unavailable, residents may request installation through the variance process at their own expense using a licensed electrician.

Decision: Proceed as discussed.

8. Maintenance & Inspections

Extermination services were scheduled for all three sites to address yellow jackets and pest concerns.

Gutter cleaning at Country Ridge will occur following extermination services.

Discussion was also held regarding improved communication with residents through email and text notifications for important updates.

9. Public Participation:

Nancy Brooks CR 4

Judy Thibeau Cr 28

Debbie Manley CR 13

Tanya Johnson BT D4

Janine Kifer TT B1

A Motion to adjourn the meeting requested by Janelle Wilk at 7:36 P.M.

Motion by Denise Russ and seconded by Peter Mucciarone.

Sharon Pratt / Secretary
Watertown Housing Authority

Signature _____ Date _____