

WATERTOWN HOUSING AUTHORITY
Minutes
Regular Meeting: Wednesday, November 10, 2021
VIA Zoom Meeting – 7:00 P.M.

A regular zoom meeting was held by the Housing Authority on Wednesday, November 10, 2021 at – 7:00 P.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ - Commissioner
Carmine Verno – Commissioner

Absent:

Other Present: Russell Antonacci – Manager
Lori Finke – Property Manager

2. Chairwoman’s Report – Acting Executive Director – no report at this time.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – October 13, 2021

A motion was made by Sharon Pratt, and seconded by Dan DiVito to approve the minutes for the Regular Meeting for October 13, 2021.

By voice vote the motion was passed unanimously

4. Approval of bills paid for

a. November 2021

A motion was made by Sharon Pratt, and seconded by Dan DiVito to approve the bills for November 2021.

By voice vote the motion was passed unanimously

5. Property Manager’s Report:

a. Capital Reserve Cash Redistribution

Russell Antonacci, Manager reported:

Budget - CHAFA has an extension for the 2022 budget at the end of the month and it will be presented to the commission with greater detail and broken down into three community categories.

Capitol Replacement Plan – A report was reviewed in the packet detailing the accounts in the banks for the Housing Authority. It was discussed about the reorganization of the accounts with FDIC insurance protection and having a reserve for each community.

The consensus of the commission is to check with banks for any further information and to discuss it at the next meeting.

b. RFQ for On-call Services Architect and Engineer

For the Small Cities program, we need for the initial phase an architect and an engineer on board with an RFQ for the commission to review. If you have any questions, additions or deletions to contact Mr. Antonacci, he would like to have it in the newspapers within the next week or two to start the process.

c. Vacancy Updates

Lori Finke, Property Manager reported:

Country Ridge and Buckingham Terrace are full.

Truman Terrace has four available apartments. One unit was shown on Wednesday, they are very interested and would like to sign the lease, leaving three units available.

The total number of applications is 196 with 94 coming back. We are looking at a 5-year waiting period to date.

The question was asked if the application list should be closed due to the backlog. The office will talk to Penny for advice.

d. Work Order Updates

For the month of October there was twenty-four works order and six remain open at this, the numbers are smaller due to a medical emergency with maintenance.

6. Old Business

a. Follow up on WHA Handbook

A thank you went to Sharon Pratt and Denise Russ for their work on the handbook. Hopefully it will be done by January for the commission's review.

7. New Business

a. Discussion and possible action for Truman Terrace thermostats and Call to Aides switches.

It was brought to the commission's attention to do it correctly to put it out to bid. The first bid came back with two bids and it was then put out to bid again to get more

quotes. It was determined that all of Truman Terrace units will get new thermostats.

It was put on the web page for the Housing Authority on 10/19, and in the Waterbury paper and the Town Times for 10/21 and 10/28. The bids consisted of two projects at Truman Terrace, the replacement of 78 thermostats and 66 call to aide switches. We received five quotes back from licensed and insured electrical contractors. The bids were reviewed with the commission.

Questions asked by the commission were the dates of quotes, the breakdown of the work being done, and the specification for the thermostat to be used.

After discussion with the commission it will be readdressed in December.

It was suggested to have a special meeting specific with this bid for discussion, to move it faster due to colder weather. It was also noted to look at a timeframe when the project would be done.

A motion was made by Carmine Verno, and seconded by Dan DiVito to table Truman Terrace thermostats and call to aide switches.

By voice vote the motion was passed unanimously

8. Public Participation
David LeBlanc, Middlebury Road spoke.

9. Adjournment
A motion was made Dan DiVito, and seconded by Sharon Pratt to adjourn the meeting at 8:05 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority