

**WATERTOWN HOUSING AUTHORITY**  
**1091 Buckingham Street**  
**Watertown, CT 06795**  
**Minutes**

**Special Meeting: Friday, September 30, 2022**  
**VIA Zoom Meeting – 10:00 A.M.**

A special zoom meeting was held by the Housing Authority on Friday, September 30, 2022 at – 10:03 A.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: Lori Finke – Property Manager

2. Old Business

- a. Discussion and possible action on new Scope of Works for Landscaping/Snowplowing and Arborist/Tree Services.

Chair Janelle Wilk asked the commissioners to use the email that Lori sent last night. Russell Antonacci asked the commission at the last meeting to look it over for any changes or corrections. She asked the commissioners if they had any comments or thoughts on Landscaping/Snowplowing and Arborist/tree Services.

Landscaping/Snowplowing:  
Additions or Changes

- Snow removal on balconies at Truman Terrace for an access out in case of a fire.

Lori Finke I am going to add on page two where it says: included fire hydrants etc., there will be a bullet front balcony at Truman Terrace.

- Under the scope of work to include a map showing the properties. Having a clear indication of what needs to be mowed and maintained, so there is no confusion.

Lori Finke I have maps on all three sites to be included.

- Page one snow removal, regarding the parking then spreading ice melt for the front walks and asked do we currently use ice melt on the roadways or do they just plow, is there any sand and salt going down?

Lori Finke added contractor will plow snow including sanding/salting, preferably salt, sand if necessary.

- Under the snow removal specifications, they have to plow the driveway. Parking areas, spread ice melt and shovel front walk steps but it doesn't speak of all the sidewalks throughout the whole area. It should say all sidewalks, emergency egress and shovel all the decks.

Lori Finke adding all sidewalks including front and back doors to each apartment.

- Page two, the contractor will begin snow removal at or before end of snow fall and then will complete it 4 to 8 hours. I believe if we are typically plowing through the storm keeping it open and then the final cleanup with the 4 to 8 hours.

Lori Finke the last sentence, the contractor will keep the street and main entrance ways open to traffic during each storm. I will put that first and then put the balance of that.

- Maybe swap during with throughout.
- On the top of page three to be clear, the parking areas to correct the typo changing piers to cars.
- To add in return of keys.
- Under miscellaneous the second area, it says contractor must provide a means of communication during day and evening hours it should be 24 hours for storms.
- Page four we are talking about mowing and trimming, the last section it says all clippings are to be removed from housing property.
- Pruning, are we talking about shrubs and trees, maybe on the map it should indicate the trees, maybe to put in decorative trees, smaller trees.

Lori Finke will add low hanging trees, she also noted the arborist would handle the larger trees or the larger jobs.

- Page six, the property damage insurance especially for snow removal to up the amount from 100 to 250.
- The working hours below it should be made clearer for snow removal that is a 24-hour window.

Lori Finke added snow removal 24/7 as needed.

- Page eight to provide the size of the payload, that should be under their equipment schedule.

It was also noted in the meeting when we have a lot of snow, tenants have to understand that no one is going to come right in when the storm is happening. After the storm for emergency access purposes the driveways, we will have them plowed to make sure you get in. The parking spaces and shoveling are not going to happen while the storm is going on.

It was also noted we need to post something at all three sites regarding the moving of cars. Every year we should have constant communication putting a notice up.

The consensus of the commission they are in agreement with all the corrections that have been added.

A motion was made by Dan DiVito and seconded by Denise Russ to approve the Scope of Works with the additions.

By voice the motion was passed unanimously

Chair Janelle Wilk stated we will do the Scope of Works that have been brought to us the last version, with the additions discussed here.

Arborist/Tree Services  
Additions and Changes:

- We should qualify them as far as equipment.

Chair Janelle Wilk stated in addition that we have for the snowplowing to know the equipment they have.

- To bump the insurance.
- The working hours, if emergency it's 24 hours. They don't have to conform to hours.
- Under the hourly rate they should qualify what is showing up for that hourly rate. Under fee it would say please provide an hourly rate with a description of equipment that will show up for this hourly rate. To know what they are coming with.

The consensus of the commission they are in agreement with all the corrections that have been added.

A motion was made by Carmine Verno and seconded by Sharon Pratt to approve the Scope of Works that was given to us with the additions just discussed.

By voice the motion was passed unanimously

Chair Janelle Wilk stated we will now have a Scope of Work for an Arborist and the Scope of Work for Snowplowing and Landscaping. This could be put in the newspaper for two weeks in the Town Times and five consecutive days in the Waterbury Republican. At a different time, I would like to be able to come up with some other ideas where we can start doing some social media and other avenues which might open it up to more contractors.

A question was asked who will be in charge of cleaning of the gutters?

Chair Janelle Wilk it will be under pressure washing.

It was noted that it was not mentioned anywhere that this was for elderly housing.

Chair Janelle Wilk maybe in the Scope of Work we can put this for 120-unit elderly population.

Lori Finke I will make all the changes so we can put in the paper starting next week.

Chair Janelle Wilk asked if Lori can send the final copy to the commission.

3. Adjournment

A motion was made by Dan DiVito and seconded by Carmine Verno, to adjourn the meeting at 10:35 a.m.

By voice the motion was passed unanimously

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Janelle Wilk, Chairwoman/Acting Executive Director  
Watertown Housing Authority