

**Regular Meeting Wednesday, November 13, 2024**  
**Truman Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, November 13, 2024 at Truman Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:11 p.m.

1. Roll Call

Members Present:     Janelle Wilk – Chairwoman  
                              Dan DiVito – Vice Chairman (Joined by Phone)  
                              Sharon Pratt – Resident Commissioner  
                              Denise Russ – Commissioner  
                              Peter Mucciarone - Commissioner

Absent:

Others Present:        Russ Antonacci, Manager  
                              Lori Finke, Property Manager

2. Chairwoman’s Report

Chairwoman Janelle Wilk reported: “Happy November, I will be very brief. Once again, everything I have to say is already added to the agenda. I do hope that everyone has a safe and Happy Thanksgiving.

3. Approval of Minutes

a. Regular Meeting, October 9, 2024

A motion was made by Peter Mucciarone, and seconded by Denise Russ to approve the Regular meeting minutes of October 9, 2024.

Discussion: none

Aye: Mucciarone, Russ, Pratt, Wilk

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in November 2024

A motion was made by Denise Russ, and seconded by Sharon Pratt to accept the bills for November 2024.

Discussion: none

Aye: Mucciarone, Russ, Pratt, Wilk

Nay: 0

Abstain: 0

Motion Carries

5. New Business

a. WHA 2025 Meeting Dates

- i. Motion was made to approve meeting dates for 2025 by Peter Mucciarone, second by Denise Russ.

6. Old Business

a. Laundry Machines

- i. Lori received a quote from a company out of New Britain. Currently PropertyWorx, LLC uses Launderama, LLC at Highgate here in Watertown.
- ii. Launderama, LLC has a better response time and service than we are currently receiving from CSC.  
Commissions received by Launderama, LLC will be a flat rate of \$1,200 per community for a total of 6 Speed Queen washers (top load), 6 dryers (front load) and 3 card machines. All machines will be card operated and not coin.
  - a. Washers: Three options for washing time
    - a. \$1.50 for 29 minutes (equivalent to current rate)
    - b. \$1.75 for 31 minutes
    - c. \$2.00 for 39 minutes
  - b. Dryer:
    - a. \$1.50 for 60 minutes
- iii. Question was asked about the maintenance on the machines. Russ responded that the company will clean the duct work and maintain machines at no additional cost to WHA.
- iv. Sharon asked about the money on the current cards. Lori suggested to limit the amount of money a resident will add to the CSC cards. This way they will not lose money when the transition happens. A notice will be distributed to keep the residents updated on the change over that will happen in January 2025.
- v. Sharon also asked if the money received is less than in the past, would that money be enough to cover the snacks for the weekly coffee hour at the three sites?
  1. Russ response that he will be working on the budget for 2025 and this will be taken into consideration. Not to worry, there will be funds to keep the snacks going for the three sites.
- vi. The transition between the two companies will be scheduled and the plan is to have the old machines moved out one day and the new machines installed the next day.

Motion to approve the changeover to Laundrama, LLC was made by Peter Mucciarone, second by Sharon Pratt.

Discussion: none

Aye: Mucciarone, Russ, Pratt, Wilk

Nay: 0

Abstain: 0

Motion Carries

b. Door Bells

- i. Lori reported that 40 door bells were ordered and distributed. All three sites had sign-up sheets.

7. Property Manager's Report

Lori Finke, Property Manager reported:

a. Available Apartments

- i. Country Ridge is full; Buckingham Terrace has 1 open; Truman Terrace has 1 open.

b. Workorder for 10/2/24 – 11/11/24. Total of 27 workorders with 9 remaining open.

- i. 3 of the open work orders are to make repairs that resulted from the 120 units, indoor inspections conducted by Lori and Lance.
- ii. Lance has been given 3 spreadsheet showing what work is required for each of the 120 units.
- iii. Sharon asked that the emergency lights in the common hallways be inspected. Lori responded that a work order would be cut to do the inspection and replace any necessary lights/batteries.
- iv. Sharon asked what was going on with the smoke detectors in each unit. Lori responded that calls have been made to the current alarm company. No dates have been scheduled. It was agreed at the meeting that PropertyWorx would look, into replacing Alarm Masters.

c. Russ discussed his 2024 Budget Project

- i. Over the last two years money has been moved around in CD's and Money Markets to earn higher interest rates.
- ii. Russ reviewed the top line items on the 2024 budget. Projected income revenue for 2024 is approximately \$50,000.00.
- iii. Russ reported that the WHA is financially stable.
- iv. At the December meeting Russ will present the detailed budget for the 2025 Budget.

8. Resident Commissioner Report

- a. Sharon reported that she had a meeting with Truman Terrace residents. 26 residents attended the meeting.

- b. Sharon handed out a survey for the residents to anonymously fill out answering the following questions by rating 1 – 10, one being the worse and 10 being the best:
  - i. Commissioners as a whole
  - ii. Resident Commissioner
  - iii. Maintenance
  - iv. PropertyWorx / Office
  - v. Also to name one thing that they would like to see change for the betterment of the WHA.
- c. There were negative comments made about all categories on the survey.
- d. It was made known at the meeting that the residents who attend the monthly meetings are not the residents with the negative comments.
- e. Some of the negative comments were directed towards the Resident Commission. As a response to the negative comments, members of the Commission spoke at the meeting in full support of the Resident Commissioner. It was reiterated that all Commissioners, which includes the resident Commissioner are volunteers.
- f. Sharon felt that some of the frustrations came from:
  - i. Sharon informed the residents that Eversource will not be doing the matching of the grant going forward. Sharon suggested that the residents who have exhausted the money in their Eversource account to sign up for the Eversource Restart Program asap.
  - ii. Residents were not notified to sign up for the Thanksgiving and Christmas dinners provided by the Knights of Columbus and the town. So, they missed out on this event.
- g. One of the requests from the resident survey was to have better communication with the residents.
  - i. Sharon asked the Commission if it would be possible to send out blast text messages (with the permission of all residents to give their updated phone numbers) to save time when important information needs to be passed out. There are times that something may happen and there is not time to hand out notice's door-to-door. This would be a quick way to ensure that all residents are notified of the message.
  - ii. This would not be put into effect until Sharon has met with all the residents. She will be meeting with Country Ridge in December and Buckingham Terrace in January.
  - iii. Once in place the blast text message will be sent out from the office.

## 9. Public Participation

|                  |               |
|------------------|---------------|
| Jeanne O'Brien   | BT B-6 spoke  |
| Bill Demecas     | TT C-20 spoke |
| Martha Nemiccolo | TT C-19 spoke |
| Gerald Gilbert   | TT C-2 spoke  |
| Sam Orsini       | TT B-9 spoke  |

Jeff Grenier                    TT B-7 spoke  
Karen Whitten                TT C-4 Spoke  
Diane Lautenschlager    TT B-2

#### 10. Executive Session

Motion was made by Janelle Wilk to go into Executive Session and seconded by Dan DiVito.

Time in 7.06 PM

- a. Personnel Matters – Discussion and possible action concerning RSC Position
  - i. Chair Janelle Wilk: I move that the board go into Executive Session for the purpose of a discussion concerning the Resident Service Coordinator position. Attending the executive session will be Dan DiVito, Sharon Pratt, Denise Russ, Russ Antonacci, Lori Finke, Pete Mucciarone, and myself Janelle Wilk.

Seconded by Peter Mucciarone.

By voice vote the motion was passed unanimously

Motion was made by Dan DiVito and seconded by Peter Mucciarone to leave Executive Session.

Time out 7:38 PM

#### 11. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 7:39 P.M.

By voice vote the motion was passed unanimously

---

Janelle Wilk  
Watertown Housing Authority