

WATERTOWN HOUSING AUTHORITY MINUTES

**Regular Meeting, Wednesday, September 14, 2022
Country Ridge, 6:00 P.M.**

A regular meeting was held by the Housing Authority on Wednesday, September 14, 2022 at Country Ridge – 6:00 P.M.

Chair Janelle Wilk called the meeting to order at 6:02 p.m.

1. Roll Call

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

Absent:

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

2. Chairman's Report

Janelle Wilk reported:

Happy September! I hope everyone enjoyed the beautiful weather and is ready for fall. My report will be short and I will add what I am going to say in the agenda.

3. Approval of Minutes

a. Special Meeting Truman – August 24th

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the Special Meeting minutes of August 24, 2022 as presented.

By voice vote the motion passes unanimously

4. Approval of bills paid for:

a. September 2022

A motion was made by Carmine Verno and seconded by Sharon Pratt to accept the bills for September.

By voice vote the motion was passed unanimously

5. Property Manager's Report

a. Windows – TT – Russ Antonacci answered questions asked at the last meeting:

Questions:

Why are we putting in the same window?

Answer: We are not putting in the same window, the windows at Truman Terrace are single paned windows, they are leaking and wind is traveling through them. The ones we are putting in are double paned, more modern, more energy efficient that are not going to have leak and drafts.

What style?

Answer: They are the same style, we never talked about design. If there is a concern or issue with the design, we can address it. The architects can modify the specifications.

Chair Janelle Wilk stated the residents from Truman are not here we might have to call for another meeting.

Sharon Pratt had concerns with the storage of the windows in the garage and the installation of the air conditioners.

It was noted to the possibility of exploring sleeves for the air conditioners.

Dan DiVito discussed concerns from the residents from the last meeting about people walking into them and asked did the architect come out to measure them and at what time of year.

Lori Finke, Property Manager answered they did measure them.

Sharon Pratt stated half the time they are in because it is too much to take them in and out.

b. Plumber – Our existing plumber does not want to sign a contract. A scope of work will be sent out to the plumbers. It is good to have an on-call service contract with a larger company.

c. Scope of Work – Landscaping/Snowplowing – September is the best time to start putting an ad out soliciting contractors for bids. The commission will review the scope for any modifications.

d. Scope of Work – Arborist/Tree Services – Would like to have an arborist for an on-call services for tree work and to put the bid out to find a vendor that will give us an hourly rate for on demand type of service.

e. Reminder of Office Hours letter – A letter will be sent out to the three communities with contact information, phone numbers, email addresses and office hours. It will be sent out a couple times a year with any updates.

Lori Finke, Property Manager stated when a new tenant comes in she will give them a copy of the letter up front.

f. Exhaust Fan Install – Buckingham Terrace Unit - 2nd fan installed to prevent moisture issues and circulation which is having some success.

g. Updated Vacancy Report

Lori Finke, Property Manager reported:

5 open units at Truman (2 new people came in September 1st), 1 vacancy starting tomorrow at Buckingham Terrace.

h. Variance Requests - (1) request

1. Unit 20 Country Ridge Tub cutout done (the same company would be installing it and she would be paying half)

A motion was made by Sharon Pratt and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

i. Maintenance Work Order Updates – From August 25th to September 16th having 24 workorders with 5 open.

j. Sample of Spreadsheet for keeping track of upgrades to apartments. – This is a draft and any suggestions are welcome. It is broken down by the 3 communities and at the top is the headers by units for appliances, floors, and toilets etc.

Sharon Pratt suggested putting the warranties on the spreadsheet and having the Housing Authority name on the warranties.

A motion was made by Dan DiVito and seconded by Sharon Pratt to approve the spreadsheet for upgrades.

By voice vote the motion was passed unanimously

A motion was made by Janelle Wilk and seconded by Dan DiVito to add to our agenda under New Business 6b Discussion and possible action for the window replacement project for Truman Terrace.

By voice vote the motion was passed unanimously

6. New Business

a. Discussion on programs for safety, bullying, etc. – We want to be proactive instead of reactive for conversations on behaviors. There has been concerns about situations happening.

Russ Antonacci, Manager stated he has scheduled appointments with the tenants to have conversations on the quality of life.

b. Discussion and possible action for the window replacement project for Truman Terrace

Stanley Construction LLC. stamped 9/14/2022, 1:48p.m.

Base Bid - \$299,500 Alt 1 - \$22,950 Alt 2 - \$17,950 Alt 3 - \$1,950

Pelletier Construction Management stamped 9/14/2022, 12:14 p.m.

Base Bid - \$696,364 Alt 1 - \$29,900 Alt 2 - \$42,900 Alt 3 - \$3,800

Four You LLC. stamped 9/14/2022, 12:45 p.m.

Base Bid - \$717,703 Alt 1 - \$25,950 Alt 2 - \$67,104 Alt 3 - \$4,080

The sealed bids were opened and the information will be reviewed and explored. The commission will have a special meeting in the next couple of weeks.

7. Old Business

a. Follow up on WHA Handbook – To give Janelle the changes for the By-Laws and Handbook and she will then talk to Franklin Pilicy.

b. Follow up on proposed new Bylaws. Janelle asked if there could be “and/or” in the Bylaws for any future seating and to add service dogs.

c. Follow up on sealed bids for electrician, plumber, interior/exterior painting, and law fertilization. Sealed bids were done along with the plumbers.

d. Follow up on possible replacement timeline for floors, paint, appliances, etc. Discussed in line item 5j on the spread sheet.

8. Resident Commissioner Report – Russ Antonacci stated we are reinitiating the monthly report now. We had a good meeting today, one item brought up was to implement a tracking policy for in person wellness check on a regular basis with the RSC. For now, we are targeting units where there are active issues present just to get it started.

Sharon Pratt noted it will help the Housing Authority in the long run.

9. Public Participation
David LeBlanc, Middlebury Road spoke
Joy Goldfarb, Buckingham Terrace Unit C-8
Deborah Manley, Country Ridge Unit 13

10. Adjournment.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to adjourn at 7:18 p.m.

Discussion: none

By voice vote the motion was passed unanimously

Janelle Wilk – Chairman