

**WATERTOWN HOUSING AUTHORITY
1091 Buckingham Street
Watertown, Ct 06795**

**Special Meeting Monday, September 25, 2023
Country Ridge, 10:00 A.M.**

MINUTES

A special meeting was held by the Housing Authority on Monday, September 25, 2023 at Country Ridge – 10:00 A.M.

Chairwoman Janelle Wilk called the meeting to order at 10:00 a.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner
Vacant

Absent:

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

2. Chairwoman’s Report – Janelle Wilk wished everyone a “Happy Fall” I hope you enjoyed your summer. I want to thank all commissioners for adjusting their schedules to attend this meeting. I know we are all volunteers and have busy schedules. I would like to thank the commissioners, Russ, Lori and for residents here for your thoughts, prayers and your general concern about my mom. It really means a lot to me, my mom and my family, it shows how really thoughtful this community is. I hope to remind everyone again we are down a commissioner and hoping we will have a commissioner soon to fill Carmine’s remaining term. I want to make a note for housekeeping purposes in clarification when we go to New Business for letters a and b for WHA application and fence project post quotes, I would like to have discussion and possible action on it. Everything else I have to say is on the agenda.

3. Approval of Minutes

- a. Regular Meeting, August 9, 2023

A motion was made by Denise Russ, and seconded by Sharon Pratt to accept the Regular meeting minutes of August 9, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for September 2023
 - a. September 2023

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the bills for September 2023.

By voice vote the motion was passed unanimously

5. Property Manager's Report
Lori Finke reported:

- a. Available Apartments – since our last meeting, 2 apartments have been move-in ready. I have two more signed for November 1st. There are going to be two open at Buckingham Terrace right now which are being fixed. Once the furniture that has to be taken, I then will be able to call the couple. We have one left over at Truman Terrace that we have to paint this week to show.
- b. Work Orders – From August 17th to September 25th with a total of 47 workorders. Currently 5 of them are open, 3 of them are the open apartments. Lance has been doing a good job of getting the orders in, taking care of them within a day or two to keep up.
- c. Eversource Rebate for Truman Terrace window Project – Final Outcome
Lori Finke reported:
For Eversource we are getting back \$43,099.51 for Truman Terrace and they have completed their walk through.

Russ Antonacci, Manager stated once we get the numbers from Eversource and we get the payment we will do a file reconciliation with the total cost of the project minus the rebate.

6. New Business
 - a. Review revised WHA Application
Lori Finke stated in the packet you should see the new application that we are proposing to start sending out; we never had a minimum dollar; we just had the maximum to sustain our bills. I talked to CHAFA and many

people use a minimum. Russ, Janelle and I got together and threw some numbers around and came up with \$15,000 as the minimum for single. I went through the applications that I have most people fall into that category anyway, it worked out fine. The lease rent would be \$375.00 a month it will never be below that anymore which does not cover electricity or bills.

Chairwoman Janelle Wilk stated this is for new applicants, everyone here now is grandfathered in.

Lori Finke, Property Manager stated for double \$21,500 it would be the minimum with a maximum of \$52,000. We went with the difference for maximum for both single and double. I am hoping to get these out, on the existing waiting list are 23 people, two are couples and 17 that refused once, they are at the bottom of the list.

Corrections noted to the application:

Denise Russ noted on the front page of the application, on the bottom it says applicant one it should be applicant two.

Sharon Pratt noted on the first there is no place for information for applicant two such as name, date of birth or anything for applicant two. The next question I have is in the back page of two who will reside in the unit, there should not be anyone besides applicant one or two unless it is a live in aide. Otherwise, people reading this will think that their son or daughter can move in with them.

Chairwoman Janelle Wilk stated where it says who will reside in the unit the name of the aide. Put this in and fine tune it to be more specific about aide.

Sharon Pratt noted the last thing I would like to see on this application is who would you like us to contact in case of an emergency. It could be different than what is on the first page as far as nearest relative. They might not want their nearest relative to be their emergency contact, I have seen that before.

Lori Finke, Property Manager answered I will cross that out and put emergency contact.

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the revised Housing Authority Application with the changes that were made on the September 25th.

By voice vote the motion was passed unanimously

Chairwoman Janelle Wilk once those changes are made that will be the new application.

b. Fence Project Quotes

Lori Finke reported:

I have two separate jobs one for one for Country Ridge and one for Buckingham.

	Job 1 (27 ft)	Job 2 (108 ft)
Superior Fence & Rail	\$3,676.42	\$5,493.45
Angelo's Property Maintenance LLC	\$2,400.00	\$7,300.00

1. Buckingham Terrace – It was request by residents to add a barrier fence where the main sign is, for traffic noise going up and down the street. It would the white vinyl fence.

Russ Antonacci, Manager stated the fence will not solve the noise issue but will diminish it and solve the privacy issue.

A motion was made by Dan DiVito, and seconded by Sharon Pratt I make a motion to approve the fencing at Buckingham being done by Angelo's Property Maintenance.

By voice vote the motion was passed unanimously

2. Country Ridge - Superior Fence which is total of 108 feet with a vinyl metal fence. Which is removing the old wooden metal one and putting in the new, that is all included in that price.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve Superior for Country Ridge.

By voice vote the motion was passed unanimously

7. Resident Commissioner Report

Sharon Pratt reported:

- I called the Town Manager's Office regarding the replacement of the left light pole that came down due to the storm, from what I understand they own them. After talking with the Town Manager, he will call again and remind them.
- I was able to secure six cases of coffee for each site, they can use for activities like bingo, etc. and I will make sure they get delivered.

- I hooked up with Corky Plourde for a cooking class for the tenants. I offered it for all three sites, getting no response Buckingham and Country Ridge. I went ahead with Truman Terrace. Not only was behavior excellent I had 17 to 20 people. Provided to them was a list of recipes and a shopping list that each person received. This was no cost to the tenants, we had an egg casserole, romaine salad with croutons, lasagna and cookies. Chicken rice soup, pasta, bean soup with salad and Italian bread. The tenants learned how to cook them; she went over it step by step. It was well organized and everyone participated asking questions. She asked what everyone was interested in and she talked about 30-minute meals, it came out really good. We instituted at the last one, they can bring a friend, they had a drawing to win a prize. This will make more use of the community center; I was very pleased.

- As far as meeting with tenants, I did not meet with the tenants at Country Ridge this last month because I did for the other meeting. I did meet with the tenants last August and after a few minutes into my visit they did express they were very displeased in the way the Watertown Housing Authority is being run, disappointed in me for not doing my job correctly. Some of the issues that were brought to my attention for Country Ridge are:
 1. The smoke detectors that were yellow in color are a 10-year smoke detector. I asked Lori to check with Kim on this issue and Kim mentioned to Lori that she said that the yellow detectors tend to be older ones. If they are checked by an alarm company, they are fine.

 2. The second thing that the tenants were upset about was the knobs for their cabinets. According to my notes the tenants were upset because they were under the impression the prior Executive Director bought knobs for their kitchen cabinets and what was installed currently was substandard knobs. Again, I checked with Lori on this and the new knobs had to be purchased due to not having enough knobs to cover all cabinets. The knobs could not be purchased due to availability.

 3. The next issue is here at Country Ridge tenants indicated that the sidewalk was patched and not repaired properly stating the whole slab should have been replaced instead of repairing.

 4. They also brought up their roofs and said that the roofs are in bad shape. I asked if they are leaking although they are partly leaking, they still say they

should have been replaced. They asked about the window project at Truman Terrace had to do with them getting the roofs.

5.They informed me that Buckingham Terrace got a driveway and they were promised they would get a driveway. Once Buckingham Terrace's driveway was done and there's was not. I told them I was not aware of Buckingham getting a new driveway but they told me they did as cars were parked up here at Country Ridge when it was being done. I did look into this matter and found that Buckingham Terrace did not get a new driveway, they only had the sinkhole repaired near the community center.

6.Another issue was about the office, Lori not being in the office from 9 to noon. I explained in 3 hours she has to show apartments, answer calls and oversee WHA conflicts, issues and projects. They did tell Lori they were not upset.

7.I wanted to address something and that is about the job of the resident commissioner. I was asked by the tenants, what planet I was from. I always treated tenants from all complexes equally. What one complex has, they all have, I have never shown favoritism to anyone. If it gives everybody the impression that I am from another planet then I guess you are right because mostly I believe in being fair. I have always had an open-door policy making sure that every tenant has my email address, my cell phone number and my home address that they can reach me at any time with an issue. I am unsure if they want me to come back to meetings or not, it was kind of up in the air. I checked with Truman and Buckingham and they said they would like me to continue the visits which I will do. I want to make it perfectly clear that I am one commissioner, not everything is up to me and I am not a running a one man show. Everything I do I always bring it to the Chair ahead of time but I don't make decisions on my own. I don't know if there is a miscommunication between tenants and the board, I am doing the best that I can. I do believe I give 100 percent of myself.

Chairwoman Janelle Wilk stated I appreciate you and I think you have done great things myself. I think you do a great job for us; I appreciate you.

Sharon Pratt stated the issue with refrigerators, how long it takes to get a refrigerator when it is down which came from Truman Terrace and not the other two complexes. We do have an issue with refrigerators breaking down.

There was discussion on stocking them, researching extended warranties, and looking into better products.

Denise Russ asked at the last meeting you were going to make a policy for the dog, have we been able to get the certificate from the vet.

Lori Finke, Property Manager answered everything is done and in her file.

Russ Antonacci, Manager asked about the behavior of the dog.

Sharon Pratt stated there was one issue with the dog and I reported it to the office.

Chairwoman Janelle Wilk stated it should be leashed and if a sign is needed to go up to say please leash your dog, that is the law.

3. Public Participation

Debra Manley, Unit 13 Country Ridge spoke.

Susan Dubay, Unit 29 spoke.

Beverly Monterossa, Unit 8 spoke.

4. Adjournment

A motion was made by Sharon Pratt and seconded by Denise Russ to adjourn meeting at 11:00 a.m.

By voice vote the motion was passed unanimously

Chairwoman Janelle Wilk
Watertown Housing Authority