

**Regular Meeting Wednesday, January 8, 2025
Buckingham Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, January 8, 2025 at Buckingham Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 P.M.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
Denise Russ – Commissioner
Peter Mucciarone - Commissioner

Absent: Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner

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

2. Chairwoman’s Report

Chairwoman Janelle Wilk reported: Happy New Year. I hope everyone had a nice Holiday Season.

Once again everything I have to say is already on tonight’s agenda.

3. Approval of Minutes

a. Regular Meeting, December 11, 2024

A motion was made by Denise Russ, and 2nd by Peter Mucciarone to approve the Regular meeting minutes of December 11, 2024.

Discussion: none

Aye: Russ, Mucciarone, Wilk

Nay: 0

Abstain: 0

Motion Carries

4. Approval of bills paid in January 2025

Denise Russ questioned the payment to Complete LLC for mulch. Lori explained that Complete LLC had hired a new office employee and when they sent the original invoice in early summer, it was sent to an incorrect email address. When

Complete questioned why they had not gotten paid the email address was corrected and a new invoice was sent. Also, Denise questioned about the two Petty Cash line items. It was explained that one was for the RSC reimbursements and the other for office purchases.

Peter Mucciarone questioned the invoice for the shower replacement. It was explained that the price included demo, materials, and labor to install the new shower/tub.

A motion was made by Denise Russ, and seconded by Peter Mucciarone to accept the bills for January 2025.

Aye: Mucciarone, Russ, Wilk

Nay: 0

Abstain: 0

Motion Carries

5. New Business:

(Janelle Wilk added a section 5b to the New Business for the purpose of discussion and possible action on painting the Community Centers at both Buckingham Terrace and Country Ridge.)

- a. Discussion and possible action for putting a bid submission in the newspapers for roof replacement of a roof at Country Ridge building 12 – 15.
 - i. The scope of work for the roof replacement was in the handout given to you at the meeting.
 - ii. At our last meeting a resident said that she had another leak in her apartment. This was the third or fourth time that this section of the roof had leaked.
 - iii. Russ and Scott have looked at the roof and patches were made in the past. At the last meeting Russ said that the roof would be checked to see if the roof should be repair again or if the roof should be replaced. It has been decided that the entire roof will need replacing at this time.
 - iv. Janelle made a motion to put the bid request into the two local newspapers.
 1. A motion was made by Denise Russ add the bid requests into the newspapers, Peter Mucciarone 2nd the motion.

Aye: Mucciarone, Russ, Wilk
Nay: 0
Abstain: 0
Motion Carries

Janelle stated that in your handout there are (2) individual estimates for painting at the WHA. Each estimate has the breakdown for the work that will be done at Buckingham Terrace and Country Ridge.

Janelle explained that although the cost to paint each Community Center is under the level for a formal vote, she wanted the residents to know that painting is being planned for the two Community Centers.

Janelle would like a motion to made to complete the painting at both Buckingham Terrace and Country Ridge's Community Centers.

A motion was made by Denise Russ to perform the painting at the two Community Centers per the estimates, Peter Mucciarone 2nd the motion.

Aye: Mucciarone, Russ, Wilk
Nay: 0
Abstain: 0
Motion Carries

6. Property Manager's Report

- a. Available apartments: 2 total open apartments. (1) at Truman Terrace and (1) at Buckingham Terrace.
- b. Work Orders during the holiday season were a total of 23 with 5 open.
- c. Russ reached out to Peter Testa who is the contact for the Small Cities Grant. There is not an update at-this-time. There may not be a decision made until March. This is the reason that we will move forward with replacing the leaking roof at Country Ridge as soon as possible.

7. Public Participation

- a. Tom St. Onge BT B-2 Spoke
- b. Pat Packard BT E-7 Spoke
- c. Kathy Licnikas BT D-6 Spoke
- d. Phyllis West BT B-7 Spoke
- e. Jean O'Brien BT B-6 Spoke
- f. Claire Roberts BT E-3 Spoke
- g. Janet Ayotte BT B-3 Spoke

8. Executive Session

- 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 Denise Russ, Pete Mucciarone, Russ Antonacci, Lori Finke, and myself Janelle Wilk. Time in 7:08 PM.

Time out 7:20 PM

9. Regular Session

- a. A motion was made by Denise Russ that Lori Finke becomes the RSC for 24 hours per week, 3 days a week that will begin February 3, 2025, and Peter Mucciarone 2nd the motion.

Aye: Mucciarone, Russ, Wilk

Nay: 0

Abstain: 0

Motion Carries

10. Motion to adjourn meeting at 7:24 PM by Denise Russ and 2nd by Peter Mucciarone.

Janelle Wilk
Watertown Housing Authority