



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

June 8, 2022

Regular Meeting





Meeting Minutes

WATERTOWN HOUSING AUTHORITY
1091 Buckingham Street
Watertown, CT 06795

Minutes
Regular Meeting: Wednesday May 11, 2022
6:00 P.M. A.M.

A regular meeting was held by the Housing Authority on Wednesday, May 11, 2022 at Truman Terrace – 6:07 P.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 (left meeting 7:10)

Others Present: Russell Antonacci - Manager
Lori Finke - Property Manager
Attorney Franklin Pilicy

2. Chairwoman's Report:
Janelle Wilk reported:

Welcome back! It is great to actually be here and to finally see everyone in person again. I starting writing my Chair report earlier this week and it was beginning to be ridiculously long. So instead of everyone hearing me ramble on, I added some of what I going to say into the agenda this evening. Hoping that this will allow all commissioners an opportunity to comment, ask questions and have a conversation if need be.

A lot of things have been going on since the last time we were able to have a meeting in person, and a lot of it happened all at the same time; we switched to a Property Management Company, some board members left, WHA welcomed new board members and I became Chair. Unfortunately, COVID didn't not help this situation.

All the board members are volunteers including myself, and all of us do this because we genuinely care about our Town and care about WHA. We are a team with the same vision; to want to make WHA continue to move forward, to learn and to improve. Hiring a Property Management Company was one of the directions we went in to help to achieve that vision. Many improvements have already been started and more are being discussed.

Going forward to help continue our vision, there will be better communication between all parties. I have already discussed some ideas with Russ and Lori and that we meet before our regular meetings so we have more time to go over our agenda and another meeting be held with the RSC so there is better understanding of tenant's concerns.

As previously asked, I would like Russ to added as one of the signatures to our Thomaston Bank Account to make WHA's work go more smoothly. I do want to publicly thank Russ for making this suggestion and adding TD bank for an additional bank for WHA.

I know we will all continue to come up with ideas and ways that will have WHA run more efficiently and will help us to improve. Stay well and enjoy the beautiful weather.

Please let me know if you need anything else.

3. Approval of Minutes

a. Regular Meeting VIA Zoom – March 9th

A motion was made by Carmine Verno and seconded by Denise Russ to approve the regular meeting minutes for March 9th.

By voice vote the motion was passed unanimously

b. Special Meeting VIA Zoom – March 14th

A motion was made by Denise Russ and seconded by Dan DiVito to approve the special meeting minutes for March 14th.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

a. April 2022

A motion was made by Denise Russ and seconded by Carmine Verno to approve the bills for April.

By voice vote the motion was passed unanimously

b. May 2022

A motion was made by Denise Russ and seconded by Dan DiVito to approve the bills for May.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke reported:

a. Updated Vacancy Report:

Country Ridge – 2 apartments have opened up due to tenants passing away.
Buckingham Terrace – 1 apartment open for the same reason.
Truman Terrace – 3 apartments that are available. I have been meeting with people showing the apartments, it should be full very soon.

b. Variance requests:

1. A variance request to change paint color at tenant's request – Country Ridge Unit 18.

It was noted that the tenant knows that they would have to paint it back to same color when the tenant leaves at their cost.

A motion was made by Carmine Verno and seconded by Dan DiVito to approve.

By voice vote the motion was passed unanimously

2. A variance request to replace counter top due to age – Lori put in request with attached estimate. The picture is one part of the counter top and it would be all of the counter top to be replaced, this would be at our expense.

A motion was made by Dan DiVito and seconded by Carmine Vero to approve.

By voice vote the motion was passed unanimously

Russ Antonacci, Manager reported:

- The windows for Truman Terrace, Eversource have confirmed the incentive of \$33,000 to the energy program. The architect that the commission approved will be here on Tuesday doing their assessment, put together architectural plans and elevations for the windows. Once we get numbers from contractors through bidding then we can probably capture that incentive from Eversource and to move forward.

Russ Antonacci noted getting the material in, in a reasonable amount of time is a complete unknown.

Carmine Verno noted whatever he can do to facilitate expedition let him know and I will do it.

A suggestion was made to move forward as fast as we can using our money to start, it does not exclude us from having the grant.

Sharon Pratt: The residents are asking if the air conditioners can be put in now?

A notice from the office will go out to tenants in regards to using the air conditioners.

Sharon Pratt talked about the mold issue at Buckingham Terrace if anything was going to be done.

6. New Business

- a. Discussion the title and position of Acting Executive Director and Authority Bylaws.

Attorney Franklin Pilicy: Mr. Pilicy talked about a complaint received regarding the FOIA Act. He said a lot of this ties into your Bylaws, they are outdated in many respects due to a change to private management. I am going to recommend that we amend the Bylaws. Mr. Pilicy reviewed the Bylaws with the commissions in regards to possible changes.

Attorney Franklin Pilicy will make a draft of By-laws for the commission to review for the next meeting.

A motion was made by Carmine Verno and seconded by Janelle Wilk to amend the By-laws and review with comments.

By voice vote the motion was passed unanimously

- b. Discussion and possible editing of descriptions for Scopes of Works for positing (Painting, plumbing and Fertilization).

In your packets are the old scope of contracts and the new scope of contracts for the commission to review.

A motion was made by Dan DiVito and seconded by Carmine Verno to table and take a look the Scope of Works for a special meeting.

By voice vote the motion was passed unanimously

7. Old Business

- a. Follow up on WHA Handbook – An existing and new electronic version of the WHA Handbook will be sent to commission members for their review for the next meeting.

8. Public Participation –
 1. Marzia Noss -BT A1 spoke.
 2. Joy Goldfarb – BT C-8 spoke.
 3. Kathy Licnikas – BT D-6 spoke.
 4. Jean O’Brien, spoke.
 5. Gerald Gilbert TT A-2 spoke.
 6. Janet Ayotte - BT B-3 spoke.

9. Executive Session – time in 7:26
 - a. Executive of Private Management

Motion: Janelle Wilk and seconded by Dan DiVito I move to go into Executive Session for the purpose of a discussion about the evaluation of Private Management. Attending will be Dan DiVito, Sharon Pratt, Denise Russ, Attorney Franklin Pilicy and myself Janelle Wilk.

Time out 8:19 p.m.

10. Regular Session

No motions were made.

11. Adjournment

A motion was made by Janelle Wilk and seconded by Dan DiVito to adjourn meeting at 8:20 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk, Chairman/Acting Executive Director
Watertown Housing Authority

WATERTOWN HOUSING AUTHORITY
Minutes
Special Meeting: Wednesday, June 1, 2022
VIA Zoom Meeting – 10:00 A.M.

A special zoom meeting was held by the Housing Authority on Wednesday, June 1, 2022 at – 10:04 A.M.

1. Roll Call.

Members Present: Janelle Wilk – Chairwoman/Acting Executive Director
Dan DiVito – Vice Chairman
Denise Russ – Commissioner
Carmine Verno – Commissioner

Absent: Sharon Pratt – Resident Commissioner

Other Present: Russell Antonacci – Manager
Lori Finke – Property Manager

2. Discussion and possible action on new scope of works.

Chair Janelle Wilk: At our last meeting we had old and new scopes of works. Does anyone have comments suggestions or additions.

Emailed to the commissioners were the scopes of works, the original, the revised version and the revised with additional requirements such as contractor insurance, working hours, site restrictions and termination clause for the commission's review.

The scopes of work included the electrician, the plumber, lawn maintenance and interior/exterior painting.

Lori Finke, Property Manager: Lori wanted to add in regards to the painting to include the storage rooms/closets.

The consensus of the commission was the added information was good and positive, the commission would like more time to review the information.

The commission will email Lori and Russ back with suggestions or comments which will be incorporated into the documents showing the changes for the next meeting for June 8th for approval.

Chair Janelle Wilk asked if the gutters scope of work could be added.

3. Adjournment

A motion was made by Denise Russ and seconded by Carmine Verno, to adjourn the meeting at 10:50 p.m.

By voice the motion was passed unanimously

Janelle Wilk, Chairwoman/Acting Executive Director
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority
Accounts Payable
June 2022

4:14 PM
6/6/2022

Type	Date	Num	Name	Memo	Location	Amount
Bill	05/24/2022	123007 0524	Ace Hardware of Watertown	Statement ending 05/24/22	All	304.08
Bill	05/13/2022	062669	Alarm Masters Inc	BT - replace 12V batteries	Buckingham Terrace	139.00
Bill	04/21/2022	34893	AllStar Appliance Inc	TT C-3 12 cuft refg	Truman Terrace	649.00
Bill	05/05/2022	1126580	American Rooter	CR - snake bathroom sink	Country Ridge	208.50
Bill	04/21/2022	46008	Carpets Plus, Inc.	18 CR furnish & install vinyl plank and cove base	Country Ridge	2,140.00
Bill	05/12/2022	51871	Complete LLC	BT bldg E repair sunken catch basin	Buckingham Terrace	1,845.00
Bill	05/20/2022	517845	Complete LLC	New mulch for all beds and planting area	All	4,000.00
Bill	06/01/2022	517871	Complete LLC	June 2022 monthly contracted services	All	5,916.00
Bill	05/19/2022	085179	Dumouchel Paper	supplies	All	145.83
Bill	06/01/2022	220601496101	Edwards Answering Service Enterprises Inc	Service 06/01-06/30/22	All	33.50
Bill	05/27/2022	5113 216 4021	Eversource	Service 05/02-05/26/22	Buckingham Terrace	31.07
Bill	05/26/2022	5113 818 3082	Eversource	Service 04/28-05/26/22	Truman Terrace	358.53
Bill	05/26/2022	5125 298 3036	Eversource	Service 04/28-05/26/22	Buckingham Terrace	519.56
Bill	05/26/2022	5129 979 3026	Eversource	Service 04/27-05/26/22	Country Ridge	24.73
Bill	05/26/2022	5131 089 3094	Eversource	Service 04/27-05/26/22	Country Ridge	22.83
Bill	05/26/2022	5135 689 3081	Eversource	Service 04/27-05/26/22	Country Ridge	271.51
Bill	05/26/2022	5139 798 3032	Eversource	Service 05/02-06/01/22	Truman Terrace	103.82
Bill	05/26/2022	5141 028 3030	Eversource	Service 04/28-05/26/22	Truman Terrace	48.44
Bill	05/26/2022	5141 089 3093	Eversource	Service 04/28-05/26/22	Country Ridge	27.03
Bill	05/26/2022	5142 646 4038	Eversource	Service 04/28-05/26/22	Country Ridge	13.33
Bill	05/26/2022	5144 889 3081	Eversource	Service 04/28-05/26/22	Country Ridge	21.78
Bill	05/26/2022	5147 056 4014	Eversource	Service 04/28-05/26/22	Country Ridge	31.85
Bill	05/26/2022	5147 546 4053	Eversource	Service 04/27-05/26/22	Country Ridge	23.15
Bill	05/26/2022	5152 818 3080	Eversource	Service 04/27-05/26/22	Truman Terrace	60.73
Bill	05/26/2022	5154 889 3080	Eversource	Service 04/27-05/26/22	Country Ridge	19.48
Bill	05/26/2022	5155 789 3047	Eversource	Service 04/27-05/26/22	Country Ridge	43.82
Bill	05/26/2022	5159 366 4089	Eversource	Service 04/27-05/26/22	Truman Terrace	34.48
Bill	05/26/2022	5160 799 3003	Eversource	Service 04/27-05/26/22	Country Ridge	27.23
Bill	05/26/2022	5161 089 3091	Eversource	Service 04/27-05/26/22	Country Ridge	20.30
Bill	05/26/2022	5175 889 3077	Eversource	Service 04/27-05/26/22	Country Ridge	26.59
Bill	05/26/2022	5181 389 3054	Eversource	Service 04/27-05/26/22	Country Ridge	24.29
Bill	05/26/2022	5184 906 4027	Eversource	Service 04/27-05/26/22	Truman Terrace	67.74
Bill	05/26/2022	5190 799 3000	Eversource	Service 04/27-05/26/22	Country Ridge	25.97

**Watertown Housing Authority
Accounts Payable
June 2022**

Type	Date	Num	Name	Memo	Location	Amount
Bill	05/26/2022	5191 018 3029	Eversource	Service 04/27-05/26/22	Truman Terrace	59.80
Bill	05/26/2022	5194 056 4081	Eversource	Service 04/27-05/26/22	Truman Terrace	34.92
Bill	05/26/2022	5740 921 0002	Eversource - Gas	Service 04/27-05/26/22	Country Ridge	39.94
Bill	05/26/2022	5743 964 0046	Eversource - Gas	Service 04/27-05/26/22	Country Ridge	41.86
Bill	05/26/2022	5760 163 0056	Eversource - Gas	Service 04/27-05/26/22	Country Ridge	186.92
Bill	05/19/2022	051922	Good Old Boys Tree Service, LLC	TT Removal of Sycamore in island	Truman Terrace	600.00
Bill	04/24/2022	6035 3220 0591 t Home Depot		Statement ending 04/24/22	All	3,079.98
Bill	05/24/2022	6035 3220 0591 t Home Depot		Statement ending 05/25/22	All	2,292.02
Bill	04/01/2022	375374	Kaufman Dolowich Voluck, LLP	Billing 07.01.21 to 07.27.21 Claim #0006813010	All	4,371.00
Bill	05/27/2022	Stamps	LaBonne's Market	stamps	All	58.00
Bill	05/17/2022	224491	Millette Pest Control LLC	BT Bees & Wasps Nests	Buckingham Terrace	425.00
Bill	05/19/2022	224492	Millette Pest Control LLC	TT Bees & Wasps Nests	Truman Terrace	525.00
Bill	05/05/2022	07881-138731-01 Optimum BT		Service 05/15-06/14/2022	Buckingham Terrace	226.58
Bill	05/12/2022	07881-134130-01 Optimum CR		Service 05/15-06/14/2022	Country Ridge	271.64
Bill	05/18/2022	6331	PJ Electric, Inc.	BT Pole 2 - replaced phot cell & light	Buckingham Terrace	380.86
Bill	06/01/2022	4112	Propertyworx LLC	June 2022 management services	All	6,600.00
Bill	05/05/2022	4087	Propertyworx LLC	reimbursement for WIX renewal	All	14.95
Bill	05/13/2022	6035 5178 1216 t Staples Credit Plan		STMT 03/27-04/29/22	All	142.99
Bill	05/26/2022	CR 18	Steven L. Clark	CR 18 remove existing counterops and install new counter	Country Ridge	950.00
Bill	05/31/2022	60064103	Stewart & Stevenson Power Products	Annual preventive maintenance - generator	Country Ridge	575.00
Bill	05/24/2022	10564318 22-23	The Hartford	W/C renewal - premium paid in full	All	1,688.00
Bill	06/01/2022	0602838910	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	529.02
Bill	06/01/2022	0602838911	USA Hauling & Recycling Inc	monthly service	Buckingham Terrace	362.10
Bill	06/01/2022	0602838912	USA Hauling & Recycling Inc	monthly service	Country Ridge	362.10
Bill	05/24/2022	1020740	Watertown Fire District	Service 04/14 - 05/16/2022	Truman Terrace	304.39

41,351.24



Property Manager Update

Open Apartments as of June 6, 2022

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
2 Available			
	18	Major remodel needed. This resident was one of the first at CR.	Existing resident will be transferring into Unit 18. Unit 26 will then become available at which time I will be meeting with an interested couple.
	34	Showing	
Buckingham Terr.			
Full			
Truman Terrace			
6 Available			
	C-15	Showing	2 rejections for TT apartments moving down the list. One interested for possible for June 1, 2022 move in date.
	C-19	Showing	
	C-14	Minor work to get ready for showing.	
	C-6	Resident Passed away	Painting, flooring etc. needs to be done.
	B-1	Resident moved to Hospice care	Once the apartment is emptied, I will begin showing the apartment.
	B-12	Resident moved to Conv. Home	Painting, flooring etc. needs to be done.

New Tenants since 11/1/2020			
Complex	Unit #	Tenant Name	Move In Date
Country Ridge			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
Buckingham Terr			
	B-5	Chiarini Orsini	11/15/2020
	B-2	Wendy Cote	1/15/2021
	C-2	Margret Hillman	3/1/2021
	C-6	Valerie Whitford	5/1/2021

	C-5	Steven Pappineau	6/1/2021
	A-6	Thomas St. Onge	8/15/2021
	C-4	Domenic Petro	9/1/2021
	D-2	Mark Rayel	6/1/2022
Truman Terr.			
	C-13	Judith Wrogg	12/1/2020
	C-11	Robin Lynn Teach	4/1/2021
	C-17	Francis Membrino	4/1/2021
	C-1	Gertrude Druan	8/15/2021
	A-8	Lisa Perrucci	9/1/2021
	B-2	Diane Lautenschlager	9/1/2021
	B-5	Roger Anctil	10/15/2021
	B-10	Maureen Murray	11/12/2021
	B-1	Rosemary Ann LoRusso	12/17/2021
	B-4	William & Roseann Behr	12/17/2021

Transfers			
Buckingham Terr.	A-1	Marza Noss relocated from A-6	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021



Variance Requests

Watertown Housing Authority Variance Request

COMMUNITY: Truman Terrace

Unit Number: C 8 Date Submitted: 05/18/2022

First Name: Barbara Last Name: Rinaldi

Home Phone: 274-1294 Cell Phone: _____

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

I would like the non-working ceiling fan that was already there when I moved in 15+ years ago. Please see attached sheet for explanation.

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: Barbara Rinaldi

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____

Watertown Housing Authority Variance Request

COMMUNITY: Buckingham Terrace

Unit Number: D6 Date Submitted: 6-1-2022

First Name: Kathleen Last Name: Licnikas

Home Phone: 860 4829704 Cell Phone: 203 695-1356

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

Ceiling fan with lights in kitchen
I plan to contact JP electric
Was waiting for ok to proceed 1st

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment. Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: 

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____

Watertown Housing Authority Variance Request

COMMUNITY: BUCKINGHAM

Unit Number: A1 Date Submitted: June 1-22

First Name: MARZIA Last Name: NOSS

Home Phone: 203-217-3942 Cell Phone:

Describe in full the work you are requesting permission to have done. Please include name of contractor, copy of contractor's license and insurance certificate and an estimated time of completion.

CEILING FAN IN THE KITCHEN.

I understand the Watertown Housing Authority is NOT responsible for maintenance or replacement of items requested by this variance unless otherwise specified. Should you replace existing equipment such as a refrigerator, counter top etc., you understand that if you vacate the apartment all items stay with the apartment.

If this variance is a request to change the paint color of the walls within the specified apartment, you may be asked to return the walls to the original color if you decide to vacate the apartment.

Responsibility for maintenance and/or replacement of items relative to this variance is a renter's responsibility.

Approval of this *Variance Request* shall not be interpreted, as a waiver of any permit or license required by law. A Variance Request can be rescinded after the fact if there is a problem with the result which can lead to removal.

Resident Signature: Maria Noss

You may submit this form at the Office located at 1091 Buckingham Street or you may drop it in the Black Drop Box in your Community Center.

For Administrative Use Only:

The Commission: Approves _____ Disapproves this variance request. _____

Explanation: _____

Approved by: _____ Date: _____



WHA MAINTENANCE



45 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	884	Complete	CR Outside Furniture	NONE				05/12/22	05/11/22
05/11/22	881	Complete	TT C-20 Add knobs to kitchen cabinets and drawers	NONE	Lori Finke	William Damicis, Unit C-20, 860-322-7732		05/16/22	05/11/22
05/13/22	882	Complete	CC Replace broken elbow and pipe	NONE	Lori Finke	Watertown Housing Authority - Country Ridge		05/16/22	05/11/22
05/13/22	883	Complete	BT Outside Furniture	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace		05/12/22	05/11/22
05/13/22	885	Complete	TT Outside Furniture	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		05/12/22	05/11/22
05/16/22	894	Complete	CR 18 - Remove all switch and outlet plates	NONE	Lori Finke	CR 18 EMPTY apartment as of April 1, 2022		05/19/22	05/16/22
05/16/22	889	Complete	BT A-6 Lock handle for window fell off	HIGH	Lori Finke	Unit A-6 - Thomas St. Onge 203-982-4426		05/20/22	05/13/22
05/16/22	886	Complete	CR Fallen Drain pipe	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619		05/19/22	05/12/22
05/16/22	887	Complete	CR 38 Front screen door window	NONE	Lori Finke	Judith Calca, Unit 38, 203-565-2761 or 959-209-4414		05/19/22	05/12/22
05/17/22	895	Complete	CR 15 Front storm door	NONE	Lori Finke	Judy Andrews, Unit 15, 203-525-1256		05/19/22	05/16/22
05/17/22	896	Complete	CR 31 Outside light in the back of unit	NONE	Lori Finke	Irene Lucewicz, Unit 31, 203-558-1510		05/19/22	05/16/22
05/17/22	890	Complete	TT B-3 Cabinet repair and counter top caulk	MEDIUM	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105		05/23/22	05/13/22
05/17/22	888	Complete	TT C-1 window lock not working	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063		05/20/22	05/12/22
05/17/22	899	Complete	BT A-3 Back door not working	HIGH	Lori Finke	Carol Wiltshire, Unit A-3, 860-274-0121		05/19/22	05/16/22
05/18/22	897	Complete	TT B-7 Bedroom window is painted shut.	NONE	Lori Finke	Karen Searles, Unit B-7, 203-525-1947		05/20/22	05/16/22
05/18/22	898	Complete	BT D-6 Remove window - check for mold	MEDIUM	Lori Finke	Kathleen Licnikas, Unit D-6, 203-695-1356		05/19/22	05/16/22
05/18/22	891	Complete	BT D2 Empty apartment that needs to be made ready for new resident.	MEDIUM	Lori Finke	D-2 Empty Apartment as of May 1, 2022		05/19/22	05/13/22
05/19/22	902	Complete	BT B-7 Light bulb out	NONE	Lori Finke	Violette Ayoub, Unit B-7, 860-417-7934		05/20/22	05/18/22
05/19/22	903	Complete	CR 27 outside spicket	NONE	Lori Finke	Carol Minicucci, Unit 27, 860-274-5026		05/19/22	05/18/22
			BT D-6 kitchen			Kathleen Licnikas,			

05/19/22	892	Complete	exhaust fan	NONE	Lori Finke	Unit D-6, 203-695-1356	05/19/22	05/13/22
05/20/22	904	Complete	BT C-8 AC opening - wall plate	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	05/23/22	05/19/22
05/23/22	906	Complete	TT C-15 to C-3 Refrigerator	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	05/24/22	05/23/22
05/23/22	900	Complete	CR 38 Replace toilet with a taller one	NONE	Lori Finke	CR 34 EMPTY apartment as of April 1, 2022	05/24/22	05/17/22
05/23/22	907	Complete	TT C-9 Replace stove top burners	NONE	Lori Finke	John Rock, Unit C-9, 203-560-7709 (ENTER ANYTIME)	05/24/22	05/23/22
05/23/22	905	Complete	CR 36 Front screendoor	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	05/24/22	05/20/22
05/23/22	901	Complete	CR 35 Front Storm door trim	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274	05/19/22	05/17/22
05/23/22	893	Complete	BT C-8 Gutter in the back of C-8	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	05/19/22	05/13/22
05/24/22	912	Complete	BT A-3 Front door stays locked	HIGH	Lori Finke	Carol Wiltshire, Unit A-3, 860-274-0121	05/25/22	05/24/22
05/24/22	909	Complete	CR 18 While the counter is off	NONE	Lori Finke	CR 18 EMPTY apartment as of April 1, 2022	05/24/22	05/23/22
05/25/22	913	Complete	CR 9 Replace back screen door	NONE	Lori Finke	Mary Stack, Unit 9, 860-274-0387	05/31/22	05/25/22
05/25/22	910	Complete	TT B-8 Bathroom Ceiling light is out.	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	05/25/22	05/24/22
05/25/22	911	Complete	TT B-1 Add screens to windows	NONE	Lori Finke	Rosemary Ann LoRusso, Unit B-1 203-755-1579	05/25/22	05/24/22
05/25/22	914	Complete	TT A-8 Front door lock isn't working	HIGH	Lori Finke	Lisa Perrucci, Unit A-8 203-768-0174	05/31/22	05/25/22
05/25/22	908	Complete	CR Outdoor Bait Boxes	NONE		Watertown Housing Authority - Country Ridge	05/31/22	05/23/22
05/31/22	918	Complete	TT C-7 Bathroom lights need new bulbs	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098	06/01/22	05/31/22
05/31/22	915	Complete	TT C-11 kitchen faucet is leaking	MEDIUM	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087	06/01/22	05/26/22
05/31/22	916	Complete	CR 32 Screen to cover end of gutter	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)	06/01/22	05/26/22
06/01/22	920	Complete	CR 24 Screen repair	NONE			06/07/22	06/01/22
06/03/22	922	Complete	CR 33 Kitchen faucet is leaking	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	06/07/22	06/03/22
06/06/22	917	Complete	CR 28 Back Screen door is rotting	NONE	Lori Finke	Judy Thibeau, Unit 28, 860-483-1976	06/07/22	05/26/22
06/07/22	925	Complete	BT C-8 Bathroom sink will not draining.	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST	06/07/22	06/07/22
06/13/22	919	Open	BT B-3 Few	NONE		Janet Ayotte, Unit B-3, 860-503-9069 (ENTER	06/07/22	06/01/22

			repairs needed		ANYTIME)			
06/13/22	921	Open	TT C-1 night light is out	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	06/07/22	06/02/22
06/13/22	923	Open	CR 36 Screen repair on front door.	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	06/07/22	06/03/22
06/14/22	924	Open	C-7 Battery needed for smoke detector	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098	06/07/22	06/07/22

43 Work Orders assigned to **WorxShop**
2 Work Orders assigned to **Lori Finke**

4 Open Work Orders
0 On Hold Work Orders
0 In Progress Work Orders
41 Closed Work Orders



Scope of Work



Watertown Housing Authority

1091 Buckingham Street
Watertown, CT 06795

Scope of Work

Country Ridge Concrete Sidewalk Repairs

DEFINITIONS – as used herein, terms and their definitions

- a) Owner: Defined as Watertown Housing Authority
- b) Contractor: Defined as Concrete Contractor
- c) Manager is Propertyworx LLC, Contact Person- Lori Finke

SCOPE OF WORK

Owner seeks a good and conscientious Contractor to provide all labor, equipment, and materials to properly perform necessary repairs to concrete sidewalks on the 1091 Buckingham Street property.

JOB SPECIFICATIONS

Country Ridge Sidewalk/Curb Repair Needed 2022		Location
1	Slight sink hole in driveway (Asphalt)	
2	Curb/sidewalk repair 4 spots total. (1) 10" x 14"x6";(3) approx. 7"x7"x6" all concrete.	In front of Units 11-9
2A	Sidewalk patch 30" x 3" area	Corner in front of Unit 11
3	Sidewalk Repair and patch at joint 12" x 7" x6"	Sidewalk area between Unit 11 - CC
4	Sidewalk and areas in front of stairs to Community Center: 29"x 30" patch; 3 section of sidewalk replace total 15'x 38"; (5) small areas sidewalk leading to stairs need patching.	In front of CC building
5	Curb/Sidewalk 41" x 4" Repair/patch concrete sidewalk	Corner below CC building
6	Sidewalk - patch at joint and repair curb section 10"x8"x6"	Corner below CC building



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		Sidewalk between Corner and end of sidewalk in front of Unit 12.
7	Curb repair 16" x 8" x 6"	
8	Sidewalk/Curb 38" x 12" x 6" repair	End of sidewalk by Unit 12
9	Curb (Concrete) 21" x 18" x 6" repair/patch	In front of Units 12 and 13
10	Curb (Concrete) 12" x 20" x 6" patch	In front of Units 16 and 17
11	Curb (Concrete) patch small joint area	In front of Units 16 and 18
12	Curb (Concrete) patch small joint area	In front of Units 16 and 19
13	Curb (Concrete) 13" x 14" area	In front of Unit 22
14	47" x 48" section of sidewalk to be replaced	Corner of sidewalk in front of Unit 24
15	Curb/Sidewalk 29"x33" patch/repair	In front of Unit 25
15A	Sidewalk to Unit 25 - patch at joint 4" x 20"	In front of Unit 25
16	Curb/Sidewalk 52" x 6' replacement of sidewalk section: 20" x 17" curb repair	In front of Unit 26
16A	Sidewalk to Unit 26 - patch at joint 45"x 10" and in front of door repair 5"x20"	In front of Unit 26
17	Curb/sidewalk repair 4'x6", 2' x 6" patch, 3'x6" concrete ramp repair	In front of Unit 33
18	Curb/Sidewalk 45" x 12" x 6" corner of curb and sidewalk at joint.	In front of Units 33 - 35
19	Curb (Concrete) at joint 9" x 9" x 6"	In front of Units 33 - 35
20	Curb (Concrete) at joint 13" x 20" x 6"	In front of Units 33 - 35
21	Concrete platform in the back of unit needs replacing. 5' x 5'1"	Back of Unit 18

GENERAL REQUIREMENTS

- a. Contractor must be able to respond to emergencies in a timely manner all days of the week and holidays.
- b. Contractor shall provide the labor, equipment, and materials necessary to perform all preparation and work in accordance with the above scope of work.
- c. Contractor shall obtain all permits necessary for this work.



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- d. Contractor shall conform to all applicable laws and maintains sole liability of any breach of law or ordinance and the consequences thereof.
- e. Prior to commencing work the Contractor and Manager shall hold a project meeting to review job issues and specs.
- f. Contractor is responsible for damage he/she causes to the personal property of residents during work.
- g. Contractor to remove all debris caused as a result of each project and shall upon project completion restore site to its original condition.
- h. Contractor is responsible for all disposal costs associated with each project and should include these costs as part of their bid.
- i. Contractor is required to notify Manager when work will be commencing and make sure that the workers on site can be contacted via cell phone.

INSURANCE

- a. Contractor shall carry all necessary Workers Compensation Insurance.
- b. Contractor shall carry a Contractors General Liability Policy a coverage minimum of 1,000,000.00 to protect the Contractor and subcontractors against claims due to operations initiated by this contract.
- c. Contract shall carry, during the life of this contract, property damage insurance in an amount not less than \$50,000 to protect contractor and/or subcontractors from claims of property damage.
- d. In the event that Owner should be named in any litigation arising out of the operations of the Contractor, the Contractor hereby agrees to reimburse Owner for any legal cost incurred with respect to the litigation.
- e. Contractor shall supply Owner a certificate of Insurance prior to commencing work.



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WORKING HOURS

- a. The Contractor is permitted to work on-site Monday through Saturday between the hours of 8 AM to 6:00 PM and on Sundays between 9:00 AM and 1:00PM with prior permission of the Manager.

SITE RESTRICTIONS

- a. No heavy equipment is allowed on the property that will destroy or damage the common elements including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.
- b. Contractor shall be responsible for repairing or restoring common elements damaged by Contractor or subcontractors during the duration of work including but not limited to pavement, sidewalks, lawn, mulch beds and plantings.

INSPECTIONS

Upon completion of work, contractor shall contact manager requesting inspection and approval.

TERMINATION CLAUSE

Owner shall retain the right to terminate this contract if Contractor fails to correct problems reported by Manager within five (5) working days or if Owner or Manager feels work is not being done in a satisfactory manner according to the Scope of Work.



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FEE

The Contract will be awarded to the lowest responsible and eligible bidder complying with the conditions of the Scope of duties, providing that the bid is reasonable, and the bidder has the skill, ability, and integrity necessary to faithfully perform the work under the terms of the contract. The Watertown Housing Authority reserves the right to accept or reject any or all bids, to waive defects in any bid, to negotiate directly with any bidder and to award the contract in the manner deemed to be in the best interests of the Watertown Housing Authority.

Price: \$ _____

Please include any additional charges to your hourly rate; we will not pay any extra charges, such as fuel surcharge or travel time.

This bid has been submitted by:

Company Name

Authorized Signature

Date

This bid has been accepted by:

Russell Antonacci, Manager
Watertown Housing Authority

Date