



# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

November 8, 2023





# Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

**Regular Meeting: Wednesday, November 8, 2023**

**Truman Terrace, 6:00 PM**

## Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
  - a. Special Meeting September 25, 2023
4. Approval of bills paid in October and November 2023
5. Property Manager's Report
  - a. Available Apartments
  - b. Work Orders
  - c. Application Process is now open
6. Old Business
  - a. The window rebate check of \$43,099.51 has been received and deposited in the WHA account.
  - b. Fence at Country Ridge has been installed. Fence for Buckingham Terrace will be installed during the week of November 6, 2023.
  - c. Discussion and possible action for cameras to be installed at all three sites.
7. Resident Commissioner Report
8. Public Participation
9. Adjournment

**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 1<sup>st</sup>. 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 17<sup>th</sup> to September 25<sup>th</sup> 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 25<sup>th</sup>.

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

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Chairwoman Janelle Wilk  
Watertown Housing Authority



# WHA PAYABLES

10/10/2023

2:09 PM

Watertown Housing Authority

Accounts Payable

October 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/01/2023	5139 798 3032	Eversource	Service 08/01-09/01/23	Truman Terrace	106.25
Bill	09/01/2023	5154 346 4002	Eversource	Service 08/28/23-08/31/23	Truman Terrace	3.34
Bill	09/14/2023	07881-138731-01-1	Optimum BT	Service 09/15-10/14/23	Buckingham Terrace	219.90
Bill	09/14/2023	07881-134130-01-9	Optimum CR	Service 09/15-10/14/23	Country Ridge	258.97
Bill	09/14/2023	07881-138730-01-3	Optimum TT	Service 09/15-10/14/23	Truman Terrace	229.90
Bill	09/21/2023	10132022	Petty Cash	office supplies - ink & paper	All	300.00
Bill	08/31/2023	15571	Quisenberry Arcari Malik LLC	TT - Window replacement construction admin	Truman Terrace	425.00
Bill	10/01/2023	519160	Complete LLC	monthly contracted services	All	6,750.00
Bill	10/01/2023	10 2023	Janice Connor	Oct 2023 - supplies	All	300.00
Bill	10/01/2023	4673	Propertyworx LLC	Oct 2023 management services	All	6,930.00
Bill	09/15/2023	CR PW G	3J's Painting LLC	CR Powerwash and clean gutter 9 bldgs	Country Ridge	7,840.00
Bill	09/19/2023	5179 136 4060	Eversource	Service 08/28/23-09/14/23	Buckingham Terrace	23.25
Bill	09/28/2023	092823	Propertyworx LLC	reimbursement for gutter guards	Country Ridge	602.79
Bill	10/03/2023	100323	Propertyworx LLC	reimbursement for suplies	All	133.96
Bill	09/24/2023	123007 092423	Ace Hardware of Watertown	monthly charges	All	351.66
Bill	09/24/2023	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031 09.25.23	All	652.69
Bill	09/24/2023	8549 CR	Lawnkeepers LLC	09.05.23 Fertilization w/weed control	Country Ridge	947.00
Bill	09/24/2023	8548 BT	Lawnkeepers LLC	09.05.23 Fertilization w/weed control	Buckingham Terrace	758.00
Bill	09/24/2023	8550 TT	Lawnkeepers LLC	09.05.23 Fertilization w/weed control	Truman Terrace	595.00
Bill	09/25/2023	1020740 0923	Watertown Fire District	TT Service 08/15 - 09/15/2023	Truman Terrace	311.87
Bill	09/26/2023	36781	AllStar Appliance Inc	TT C+16 12 cuft refig, electric stove	Truman Terrace	1,468.00
Bill	09/27/2023	5760 163 0056	Eversource - Gas	Service 08/28/23-09/26/23	Country Ridge	128.58
Bill	09/27/2023	5113 818 3082	Eversource	Service 08/28/23-09/26/23	Truman Terrace	311.79
Bill	09/27/2023	5114 726 4022	Eversource	Service 08/28/23-09/26/23	Truman Terrace	37.47
Bill	09/27/2023	5116 636 4083	Eversource	Service 08/28/23-09/26/23	Buckingham Terrace	33.56
Bill	09/27/2023	5125 298 3036	Eversource	Service 08/28/23-09/26/23	Buckingham Terrace	558.18
Bill	09/27/2023	5127 946 4093	Eversource	Service 08/28/23-09/26/23	Buckingham Terrace	33.30
Bill	09/27/2023	5129 979 3026	Eversource	Service 08/28/23-09/26/23	Country ridge	25.27
Bill	09/27/2023	5131 089 3094	Eversource	Service 08/28/23-09/26/23	Country ridge	25.84
Bill	09/27/2023	5135 689 3081	Eversource	Service 08/28/23-09/26/23	Country Ridge	579.98
Bill	09/27/2023	5141 028 3030	Eversource	Service 08/28/23-09/26/23	Truman Terrace	43.58
Bill	09/27/2023	5141 089 3093	Eversource	Service 08/28/23-09/26/23	Country ridge	29.72
Bill	09/27/2023	5144 889 3081	Eversource	Service 08/28/23-09/26/23	Country ridge	24.08
Bill	09/27/2023	5147 056 4014	Eversource	Service 08/28/23-09/26/23	Country ridge	42.92
Bill	09/27/2023	5152 818 3080	Eversource	Service 08/28/23-09/26/23	Truman Terrace	95.45
Bill	09/27/2023	5154 889 3080	Eversource	Service 08/28/23-09/26/23	Country ridge	23.48
Bill	09/27/2023	5155 789 3047	Eversource	Service 08/28/23-09/26/23	Country ridge	44.12
Bill	09/27/2023	5160 799 3003	Eversource	Service 08/28/23-09/26/23	Country ridge	33.49
Bill	09/27/2023	5161 089 3091	Eversource	Service 08/28/23-09/26/23	Country ridge	24.38
Bill	09/27/2023	5175 889 3077	Eversource	Service 08/28/23-09/26/23	Country ridge	43.22

10/10/2023  
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Watertown Housing Authority  
Accounts Payable  
October 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	09/27/2023	5181 389 3054	Eversource	Service 08/28/23-09/26/23	Country ridge	34.97
Bill	09/27/2023	5182 936 4033	Eversource	Service 08/28/23-09/26/23	Truman Terrace	28.90
Bill	09/27/2023	5190 799 3000	Eversource	Service 08/28/23-09/26/23	Country ridge	28.78
Bill	09/27/2023	5191 018 3029	Eversource	Service 08/28/23-09/26/23	Truman Terrace	85.67
Bill	09/29/2023	6423	Western CT Area Agency on Aging, Inc.	Sept 2023 RSC services	All	2,125.00
Bill	10/01/2023	109642	Worker's Compensation Trust	Worker's comp-installment customer #01544	All	129.00
Bill	10/02/2023	231001496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	09/19/2023	24930	Ray Palmer Plumbing & Heating, Inc.	BT C-2 replace water heater	Buckingham Terrace	997.46
Bill	09/21/2023	24931	Ray Palmer Plumbing & Heating, Inc.	CR 12 & 27 - check heat, CR 8 - repair shower a	Country Ridge	993.73
Bill	08/16/2023	36648	AllStar Appliance Inc	BT E4 fridge leaking	Buckingham Terrace	159.00
Bill	08/21/2023	36658	AllStar Appliance Inc	TT C-2 12 cuft refig	Truman Terrace	759.00
Bill	08/21/2023	36659	AllStar Appliance Inc	TT C-6 12 cuft refig	Truman Terrace	759.00
Bill	08/29/2023	11	Superior Fence & Rail	CR 50% deposit - new fencing	Country Ridge	2,719.26
Bill	10/04/2023	i140684	American Rooter LLC	BT service charge	Buckingham Terrace	128.50
Bill	10/06/2023	100623	Amazon	office supplies	All	30.08
Bill	10/09/2023	47921	Carpets Plus, Inc.	TT C16 installation	Truman Terrace	1,960.00
						<u>42,317.42</u>

11/6/2023  
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Watertown Housing Authority  
Accounts Payable  
November 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	10/15/2023	CR PW G	3J's Painting LLC	CR Powerwash and clean gutter 1 bldg	Country ridge	980.00
Bill	10/15/2023	TT C16	3J's Painting LLC	TT C16 prep & paint	Truman Terrace	2,380.00
Bill	10/20/2023	TT PW G	3J's Painting LLC	TT Powerwash and clean gutters 2 bldgs	Truman Terrace	3,975.00
Bill	10/24/2023	123007 102423	Ace Hardware of Watertown	monthly charges	All	395.05
Bill	10/06/2023	064387	Alarm Masters Inc	CR - service call	Country ridge	215.00
Bill	10/03/2023	100323	Amazon	office supplies	Country ridge	67.04
Bill	10/13/2023	101323	Amazon	office supplies	All	18.01
Bill	10/27/2023	102723	Amazon	picture frames	Country ridge	72.82
Bill	10/25/2023	102523	Amazon	gutter guards	Country ridge	424.19
Bill	10/10/2023	i140885	American Rooter LLC	CR 16 replaced wax ring for toilet	Country ridge	360.00
Bill	10/23/2023	i141220	American Rooter LLC	TT A8 snake main line	Truman Terrace	368.50
Bill	10/25/2023	266565	AMSCO	andersen split arm & sash bracket	Country ridge	411.52
Bill	09/25/2023	1507	Angelo's Property Maintenance LLC	50% deposit for BT fence	Buckingham Terrace	1,200.00
Bill	11/01/2023	519202	Complete LLC	monthly contracted services	All	6,750.00
Bill	11/01/2023	231101496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	10/02/2023	5139 798 3032	Eversource	Service 09/02-10/02/23	Truman Terrace	108.93
Bill	10/25/2023	5113 818 3082	Eversource	Service 09/26/23-10/25/23	Truman Terrace	393.61
Bill	10/25/2023	5114 726 4022	Eversource	Service 09/26/23-10/25/23	Truman Terrace	48.28
Bill	10/25/2023	5125 298 3036	Eversource	Service 09/26/23-10/25/23	Buckingham Terrace	567.21
Bill	10/25/2023	5127 946 4093	Eversource	Service 09/26/23-10/25/23	Buckingham Terrace	30.87
Bill	10/25/2023	5129 979 3026	Eversource	Service 09/26/23-10/25/23	Country ridge	29.11
Bill	10/25/2023	5131 089 3094	Eversource	Service 09/26/23-10/25/23	Country ridge	29.69
Bill	10/25/2023	5135 689 3081	Eversource	Service 09/26/23-10/25/23	Country Ridge	553.44
Bill	10/25/2023	5141 028 3030	Eversource	Service 09/26/23-10/25/23	Truman Terrace	56.67
Bill	10/25/2023	5141 089 3093	Eversource	Service 09/26/23-10/25/23	Country ridge	33.19
Bill	10/25/2023	5144 889 3081	Eversource	Service 09/26/23-10/25/23	Country ridge	26.13
Bill	10/25/2023	5147 056 4014	Eversource	Service 09/26/23-10/25/23	Country ridge	45.05
Bill	10/25/2023	5152 818 3080	Eversource	Service 09/26/23-10/25/23	Truman Terrace	110.81
Bill	10/25/2023	5154 889 3080	Eversource	Service 09/26/23-10/25/23	Country ridge	25.85
Bill	10/25/2023	5155 789 3047	Eversource	Service 09/26/23-10/25/23	Country ridge	50.08
Bill	10/25/2023	5160 799 3003	Eversource	Service 09/26/23-10/25/23	Country ridge	38.86
Bill	10/25/2023	5161 089 3091	Eversource	Service 09/26/23-10/25/23	Country ridge	27.62
Bill	10/25/2023	5175 889 3077	Eversource	Service 09/26/23-10/25/23	Country ridge	47.41
Bill	10/25/2023	5181 389 3054	Eversource	Service 09/26/23-10/25/23	Country ridge	39.72
Bill	10/25/2023	5182 936 4033	Eversource	Service 09/26/23-10/25/23	Truman Terrace	39.94
Bill	10/25/2023	5190 799 3000	Eversource	Service 09/26/23-10/25/23	Country ridge	35.89
Bill	10/25/2023	5191 018 3029	Eversource	Service 09/26/23-10/25/23	Truman Terrace	93.93
Bill	10/25/2023	5760 163 0056	Eversource - Gas	Service 09/26/23-10/25/23	Country Ridge	180.08
Bill	10/25/2023	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	2,560.41
Bill	11/01/2023	11 2023	Janice Connor	Nov 2023 - supplies	All	300.00

11/6/2023  
12:48 PM

Watertown Housing Authority  
Accounts Payable  
November 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	10/15/2023	07881-138731-01-1	Optimum BT	Service 09/15-10/14/23	Buckingham Terrace	220.21
Bill	10/15/2023	07881-134130-01-9	Optimum CR	Service 09/15-10/14/23	Country ridge	259.59
Bill	10/15/2023	07881-138730-01-3	Optimum TT	Service 09/15-10/14/23	Truman Terrace	230.21
Bill	10/03/2023	9269	Pilicy & Ryan, PC	Bessie matter	Truman Terrace	1,209.24
Bill	10/04/2023	7428	PJ Electric, Inc.	BT E4 - replaced kitchen counter GFI	Buckingham Terrace	114.50
Bill	10/30/2023	7503	PJ Electric, Inc.	TT C10 - replaced kitchen outlet	Truman Terrace	192.28
Bill	11/01/2023	4731	Propertyworx LLC	Nov 2023 management services	All	6,930.00
Bill	10/27/2023	4705	Propertyworx LLC	speed limit and no parking signs	All	53.05
Bill	10/26/2023	24949	Ray Palmer Plumbing & Heating, Inc.	BT E-1 & D-6 replace water heater	Buckingham Terrace	2,044.15
Bill	10/19/2023	24950	Ray Palmer Plumbing & Heating, Inc.	TT community bldg - replace temperature valve	Truman Terrace	130.36
Bill	10/30/2023	103023	Superior Fence & Rail	CR - new fencing balance due	Country Ridge	2,719.26
Bill	10/01/2023	0603012892 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	10/01/2023	0603012893 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	10/01/2023	0603012891 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	10/13/2023	0603022273 TT	USA Hauling & Recycling Inc	TT C7 clean up after eviction	Truman Terrace	766.50
Bill	11/01/2023	0603023859 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	11/01/2023	0603023860 CR	USA Hauling & Recycling Inc	CR monthly service	Country ridge	437.23
Bill	11/01/2023	0603023858 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	665.21
Bill	10/24/2023	1020740 1023	Watertown Fire District	TT Service 09/15 - 10/16/2023	Truman Terrace	313.05
Bill	08/30/2023	6294	Western CT Area Agency on Aging, Inc.	Aug 2023 RSC services	All	2,125.00
Bill	07/30/2023	6292	Western CT Area Agency on Aging, Inc.	July 2023 RSC services	All	2,125.00
Bill	11/01/2023	110030	Worker's Compensation Trust	Worker's comp-installment customer #01544	All	129.00



# Property Manager Update

## Open Apartments as of November 1, 2023

Complex	Unit #	Condition / Necessary Work	Comment
<b>Country Ridge</b>			
Full			
<b>Buckingham Terr.</b>			
2 Available			
	A-6		Painting and final touches to show
	A-7		Painting and flooring are being worked on
<b>Truman Terrace</b>			
2 Available			
	C-7		Unit vacated on 10/6/23 Remodel needed
	C-16		Final cleanup , showing soon
<b>New Tenants since 11/1/2020</b>			
<b>Country Ridge</b>			
	31	Irene Lucewicz	12/1/2020
	34	Charles Mordenti (Wife passed 1/21)	1/1/2021
	32	Claire Cipriano	10/1/2021
	26	Mario Mancini	7/1/2022
	34	Louella Plaut	8/15/2022
	40	Arnold Torretta	3/1/2023
<b>Buckingham Terr</b>			
	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
	A-2	Josephine Brantmeyer	11/1/2022
	A-3	Kevin Kiefer	6/1/2023



	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023
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 Behr	12/17/2021
	B-1	Keivn Pzafer	8/1/2022
	C-19	Edmond Charette	9/1/2022
	C-15	Madeline DiStiso	9/1/2022
	B-12	Janice Gentil	11/1/2022
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
	B-7	Jeffery Grenier	9/1/2023
	C-6	Nancy Woodward	10/15/2023
<b>Transfers</b>			
Buckingham Terr.	A-6 - A1	Marza Noss	12/12/2020
Truman Terr.	C-15 - C-5	Ayriye Osman	8/1/2021
Truman Terr.	B-1 - C-14	Keivn Dzafer	11/1/2022
Buckingham Terr.	A- 6 - B-2	Tom St. Onge	12/15/2022
Truman Terr	B-7 - C-9	Karen Searles	1/4/2023
Truman Terr	C-16- B4	Richard Gaynor	7/1/2023

08/01/23	1413	Complete	broken shower knob	NONE	Lori Finke	Lorraine Wilson, Unit 16, 860-274-1445	08/02/23	08/01/23
08/01/23	1414	Complete	TT A-1 Please check stove burners	NONE			08/02/23	08/01/23
08/01/23	1417	Complete	CR 19 Screen door in the back will not close	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604	08/02/23	08/01/23
08/02/23	1396	Complete	BT Main entrance sign on Buckingham Street	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace	07/26/23	07/19/23
08/02/23	1412	Complete	TTA1-A2 Hallway at entry door is weak	NONE	Lori Finke	Ricky Spino, Unit A-1, 860-417-3478	08/07/23	07/26/23
08/03/23	1418	Complete	BT E4Gutter detached	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	08/07/23	08/03/23
08/03/23	1419	Complete	TT Install speed bumps	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	08/07/23	08/03/23
08/07/23	1415	Complete	BT Install gutter downspout guards	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace	08/02/23	08/01/23
08/07/23	1420	Open	TTC-16 vacated apartment	NONE	Lori Finke	C-16 Available	08/03/23	08/03/23
08/07/23	1357	Complete	Truman Terrace -window project	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	08/01/23	06/16/23
08/07/23	1421	Complete	CR33 Check for tripped circuit breaker	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	08/08/23	08/07/23
08/07/23	1422	Complete	BT E1 Bathroom light is out.	NONE	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097	08/08/23	08/07/23
08/09/23	1416	Complete	TT C-3 Fix Wall that was damaged by the chair.	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	08/07/23	08/01/23
08/09/23	1424	Complete	BT Dumpster front section.	NONE	Lori Finke	Watertown Housing Authority- Buckingham Terrace	08/09/23	08/09/23
08/09/23	1425	Complete	CR 29 Replace flapper in bathroom toilet.	NONE	Lori Finke	Susan Dubay, Unit 29, 860-417-9259	08/10/23	08/09/23
08/14/23	1426	Complete	Mensroom Toilet is not flushing again	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	08/10/23	08/09/23
08/15/23	1423	Complete	BT CC outside door entry button	NONE			08/10/23	08/08/23
08/15/23	1432	Complete	TT B-4 Change light bulb in bathroom	NONE	Lori Finke	Richard Gaynor, Unit B-4, 860-417-2227	08/15/23	08/15/23
08/15/23	1433	Complete	BT A-2 Broken Screen door handle	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 959-209-4676	08/16/23	08/15/23
08/15/23	1429	Complete	BT B3 Level refrigerator	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	08/16/23	08/14/23
08/15/23	1430	Complete	BT DI Kitchen exhaust fan needs cleaning	NONE	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	08/16/23	08/14/23
08/15/23	1431	Complete	BRC7 Check and clean the kitchen exhaust fan	NONE	Lori Finke	Ronald Baker, Unit C-7, 860-483-0110	08/16/23	08/14/23
08/16/23	1434	Complete	CR 2 Ant traps	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952	08/16/23	08/15/23

08/16/23	1435	Complete	8TC3 Toilet seat needs to be replaced	NONE	Lori Finke	Joan McAvoy, Unit C-3, 860-945-9540	08/17/23	08/15/23
08/17/23	1437	Complete	TT 8-11 Light bulbs over bathroom sink need replacing.	NONE	Lori Finke	Frank Brickett, 8-11, 860-483-1154	08/17/23	08/17/23
08/21/23	1440	Complete	TTC-1 Towel rack fell off of the wall in bathroom	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	08/22/23	08/21/23
08/21/23	1439	Complete	BT EB Screen door latch broke off.	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837	08/22/23	08/18/23
08/21/23	1442	Complete	TT 8-10 Remove bad refrigerator from 810 and replace with B7	NONE	Lori Finke	Maureen Murray Unit 810; 203-910-8161	08/29/23	08/21/23
08/21/23	1436	Complete	TTC-3 Drip trays for stove top need replacing	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	08/22/23	08/16/23
08/21/23	1438	Complete	TTC7 Repair towel rack	NONE	Lori Finke	Sofie and Stephen Besse, Unit C-7, 860-945-3098	08/22/23	08/17/23
08/22/23	1441	Complete	TTC-4 Drip trays need replacing on stove top - shade in LR issue.	NONE	Lori Finke	Karen Whitten, Unit C-4, 860-417-8322	08/22/23	08/21/23
08/22/23	1443	Complete	BT A2 Toilet is running all the time	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 959-209-4676	08/28/23	08/21/23
08/22/23	1445	Complete	CR behind Unit 14 Bee's next	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	09/05/23	08/21/23
08/23/23	1446	Complete	TT AB Light is out in the kitchen	NONE	Lori Finke	Samuel McCleary, Unit A-8, 203-757-0567	08/28/23	08/23/23
08/23/23	1444	Complete	CR 35 Replace old sink with a vanity.	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274	08/28/23	08/21/23
08/28/23	1448	Complete	TT C1 tighten soap dish and reverse refrigerator doors	NONE	Lori Finke	Gertrude (Trudy) Druan, Unit C-1, 203-592-6063	08/30/23	08/24/23
08/28/23	1451	Complete	BTB-3 Bathroom window will not operate	NONE	Lori Finke	Janet Ayotte, Unit B-3, 860-503-9069 (ENTER ANYTIME)	09/05/23	08/24/23
08/29/23	1449	Complete	TT C-5 Radiator is rusty and need a touch up	NONE	Lori Finke	Ayriye Osman Unit C-5 203-525-3268	09/21/23	08/24/23
08/29/23	1450	Complete	CR 24 Replace back screen door	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934	09/11/23	08/24/23
08/29/23	1454	Complete	TT B1 Inside door hard to close	NONE	Lori Finke	Janine Kiefer, Unit B-1, 203-757-9738	08/30/23	08/28/23
08/29/23	1455	Complete	TT B-2 Storm door door will not close	NONE	Lori Finke	Diane Lautenschlager, Unit B-2, 203-577-8859	08/30/23	08/28/23
08/30/23	1456	Complete	CR 27 Light bulbs needed over the bathroom sink	NONE	Lori Finke	Carol Minicucci, Unit 27, 860-274-5026	09/05/23	08/29/23
08/30/23	1447	Complete	TT B7 Repair small tear on the wall in the bedroom	NONE	Lori Finke	Jeffrey S Grenier, Unit B7, 413-614-9763	08/30/23	08/23/23

08/30/23	1452	Complete	CR 36 Light over the kitchen sink needs replacing.	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177	09/05/23	08/28/23
08/30/23	1453	Complete	TTB6 Bathroom towel rack needs repair.	NONE	Lori Finke	Gail LaPierre, Unit B-6, 203-982-9816	08/30/23	08/28/23
09/05/23	1457	Complete	CR 12 Bee hive at front entrance	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	09/12/23	08/29/23
09/06/23	1458	Complete	Truman Terrace Eversource inspection	NONE	Lori Finke	Watertown Housing Authority-Truman Terrace	09/12/23	09/06/23
09/12/23	1459	Complete	BT D1 Kitchen Exhaust	NONE	Lori Finke	Constantine and Olga Galanis, Unit D-1, 860-274-4821	09/21/23	09/11/23
09/13/23	1460	Complete	BT BB Broke shelf in refrigerator	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	09/18/23	09/12/23
09/13/23	1462	Complete	CR14 Downspout is clogged with pine needles again.	NONE	Lori Finke	Gloria Rossi, Unit 14, 860-921-7619	09/18/23	09/12/23
09/15/23	1466	Complete	CR33 Bedroom window will not open	NONE	Lori Finke	Sadie Carrah, Unit 33, 860-274-0028	09/18/23	09/15/23
09/18/23	1467	Complete	BTE8 Check window crank	NONE	Lori Finke	Daniel and Patricia Quatrella, Unit E-8, 203-522-3837	09/19/23	09/18/23
09/18/23	1463	Complete	CR 12 Toilet hard flushing and filling slowly	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	09/19/23	09/14/23
09/18/23	1470	Complete	TT Outside light door for C14	NONE	Lori Finke	C-14 Kevni Dzafer 203-841-8080	10/06/23	09/18/23
09/18/23	1471	Complete	TT CC Turn off AC for the winter	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	10/06/23	09/18/23
09/18/23	1472	Complete	TT Replace lightbulb in the C3/4stairwell	NONE	Lori Finke	Watertown Housing Authority- Truman Terrace	10/06/23	09/18/23
09/18/23	1465	Complete	BTB7 Few things before tenant moves in.	NONE	Lori Finke	Phyllis West Unit B-7, 203-910-5637	09/18/23	09/14/23
09/18/23	1474	Complete	CR Clean out overflowing gutter23	NONE	Lori Finke	Watertown Housing Authority- Country Ridge	10/06/23	09/18/23
09/19/23	1475	Complete	CR2S snake toilet	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)	09/20/23	09/19/23
09/19/23	1476	Complete	TT C 11 Needs a new kitchen sink plug	NONE	Lori Finke	Robin Lynn Teach, Unit C-11, 203-808-8087	09/20/23	09/19/23
09/19/23	1468	Complete	CR23 Roof leak	NONE	Lori Finke	Ralph Lee Meyers, Unit 23, 203-819-2133	09/19/23	09/18/23
09/19/23	1464	Complete	CR34 Bathroom tub needs to be recaulked	NONE	Lori Finke	Louella Plaut, CR 34, 203-565-3332	09/21/23	09/14/23
09/19/23	1473	Complete	TT B-8 Light over the kitchen sink is out.	NONE	Lori Finke	Joan McBride, Unit B-8, 203-982-2882	09/20/23	09/18/23
09/20/23	1478	Complete	BTB4 Bathroom light, closet light new bulbs, recaulk tub	NONE	Lori Finke	Ermelinda Rocha, Unit B-4, 860-417-8209	09/21/23	09/20/23

09/20/23	1479	Complete	CR 32 Replace bulb over sink-kitchen	NONE	Lori Finke	Claire Cipriano, Unit 32, 860-274-0370 (Would like to be notified when work is going to be done.)	09/21/23	09/20/23
09/20/23	1480	Complete	CR12Check thermostat to see if new batteries are needed.	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509	09/20/23	09/20/23
09/20/23	1481	Complete	CR10Please replace the broken light cover	NONE	Lori Finke	Domenic Squillace, Unit 10, 203-558-7109	09/22/23	09/20/23
09/20/23	1461	Open	BTA-6get ready to show	NONE	Lori Finke	Unit A-6 (Not rentable at this time.)	09/12/23	09/12/23
09/20/23	1477	Complete	CR 25 Backyard - piece of siding came off	NONE		Mario Mancini, CR 26, 203-721-3632	09/21/23	09/19/23
09/21/23	1482	Complete	BT E4 Please replace large burner	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	09/21/23	09/21/23
09/25/23	1469	Complete	TT C6 Clean up the apartment	NONE	Lori Finke	Nancy Woodward, Unit C6	09/20/23	09/18/23
09/26/23	1483	Complete	BT E4 Leak under Kitchen sink is back	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918	09/28/23	09/25/23
09/27/23	1485	Complete	CR35Ants in the bedroom	NONE	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274	09/29/23	09/27/23
09/27/23	1487	Complete	TTC-13Check kitchen window	NONE	Lori Finke	Judith Wrogg, Unit C-13, 203-206-3441	09/29/23	09/27/23
09/27/23	1484	Complete	TTB-4Two lights need new bulbs-kitchen	NONE	Lori Finke	Richard Gaynor, Unit B-4, 860-417-2227	09/28/23	09/26/23
09/28/23	1486	Complete	TTB3/B4 hallway light bulb is out	NONE	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105	09/29/23	09/27/23
09/28/23	1488	Complete	TT C-14 check to make sure bidjet has been removed	NONE	Lori Finke	C-14 Kevni Dzafer 203-841-8080	09/29/23	09/27/23
09/29/23	1489	Complete	BTD2Smell coming from kitchen sink	NONE	Lori Finke	MarkJ Rayel, D-2, 203-578-6881	10/02/23	09/29/23

### 118 Work Orders assigned to Worx:Shop

**3 Open Work Orders**  
**0 On Hold Work Orders**  
**0 In Progress Work Orders**  
**116 Closed Work Orders**

**Total Time: 0 hours 0 minutes**  
**Total Cost: \$0.00**  
**Total time to complete: 17134 hours 26 minutes**



# Old Business