



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

May 19, 2026





Watertown Housing Authority
1091 Buckingham Street
Watertown, CT 06795

Special Meeting
Truman Terrace
May 20, 2026 7:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting – Country Ridge, March 11, 2026
4. Approval of Bills
 - a. Paid for April 2026
 - b. Paid for May 2026
5. New Business
6. Old Business
 - a. Discussion and possible action on sealed bids for alarm system for Truman Terrace
 - b. Discussion and possible action on opening WHA Waiting List
7. Property Manager's Report
8. Resident Service Coordinator Report
9. Resident Commissioner Report
10. Public Participation
11. Adjournment

**Regular Meeting Wednesday, March 11th, 2026
Country Ridge 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, March 11th, 2026, at Country Ridge – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:11 p.m.

1. Roll Call

Commissioner's Present:

Sharon Pratt - Resident Commissioner
Denise Russ – Commissioner
Peter Mucciarone – Commissioner
Dan DiVito – Vice-Chair
Janelle Wilk – Chairwoman

Others Present:

Sashoy Redmond
Lance Valentino
Russ Antonacci

2. Chairwoman's Report

Happy almost spring everyone. I hope everyone enjoyed these last past couple of days. I want to thank everyone who listened to me this morning for saying to sign in, but I've been advised that there is no sign in sheet for a public meeting. Let's move forward with the approval of minutes.

3. Approval of Minutes

a. Regular Meeting – Truman Terrace, February 11, 2026

Chair Janelle Wilk asked for a motion to approve the minutes of the regular meeting.

A motion was made by Denise Russ, and second by Dan Divito to approve the regular meeting minutes of February 11, 2026.

Discussion: none.

Aye: Wilk, DiVito, Russ, Pratt, Mucciarone

Nay: 0

Abstain: 0

Motion Carries

b. Special Meeting – PropertyWorx Office, January 23, 2026

Chair Janelle Wilk asked for a motion to approve the minutes from the special meeting.

A motion was made by Denise Russ, and second by Sharon Pratt to approve the special meeting minutes of January 23, 2026.

Discussion: none.

Aye: Wilk, Russ, Pratt,

Nay: 0

Abstain: DiVito, Mucciarone

Motion Carries

4. Approval of bills paid in February 2026

Chair Janelle Wilk asked if there were any questions on the bills for Feb 2026

Denise Russ asked about the \$14,000 paid to WorxShop LLC for maintenance. Lance Valentino confirmed that the majority of time was spread between all three sites and primarily came for the preparation of units for turnover. In addition, this amount represents the total for two months, both January and February.

Denise had a second question about a vendor named Stewart & Stevenson. A name she didn't recognize. Lance informed her that this was a generator service provider.

Janelle asked for a motion to approve the bills for February 2026.

A motion was made by Dan DiVito, and second by Peter Mucciarone to accept the bills for February 2026.

5. New Business

The 'New Business' discussion will be conducted in the Manager's report. Commissioners moved on to 'Old Business'.

a. Discussion and possible action on alarm system for Truman Terrace.

Alarm system scope & decision to bid

Russ Antonacci presented the first draft of a Scope of Work document

outlining the recommended specifications required by the Authority to go out to bid and to achieve apples to apples cost estimates.

Initial recommendations include

- installing 3 remote power-supply subpanels (one per building) with wireless access.
- 40 addressable wireless heat detectors (one per unit) and
- 40 wireless horn-strobe units (one per unit).

Decision pending: single main control panel for all buildings versus separate control panels at each; choice affects scope, infrastructure and monitoring costs (1 vs 3 monthly fees). *Scope to include a request to quote both options.*

Decision pending: Pull stations: one vendor recommended 8; placement (interior/exterior/stairwells) undecided. *Scope to include a request to quote pull stations and locations for placement as option.*

Management will solicit 5 vendors and publish the bid; motion to approve scope with discussed additions passed; unknown condition of existing wiring may change final costs and timeline (Truman currently lacks a working alarm).

A motion was made by Dan Divito, and second by Sharon Pratt

Discussion: none.

Aye: Wilk, Russ, Pratt, DiVito, Mucciarone

Nay: 0

Abstain:

Motion Carries

- b. Discussion and possible action on opening WHA Waiting List.

Commission tabled discussion for April 2026.

6. Property Manager's Report

- a. Russ Antonacci presented a proposal to possibly replace the current laundry machine vendor.
 - Current vendor CSC is unresponsive, delayed repairs, and one dryer now had a different price; removal by CSC may be difficult and may require

enforced removal.

- Launderama proposed commercial top-loader washers and rear-control dryers with wash pricing \$1.75–\$2.25 by cycle (examples: \$2.00 for 31 min, \$2.25 for 39 min); current wash price with CVSC is \$1.65.
- Vendor contract model charges an annual machine fee and splits revenue above the contract price (example: vendor \$1,000/yr, machine \$1,500/yr, excess \$500 split); contracts auto-renew annually unless a 90-day termination is given.
- No expected out-of-pocket cost; new machines fit existing space; vendor installs at no charge; vendor collects revenue and pays authority the overage; contract details have not yet been supplied for review.
- Board carried a motion to continue discussions and possibly switch to Launderama; board requested additional quotes, contract review.

b. Small Cities State Grant Update

- Russ Antonacci informed the Commission that the final radon tests came back clean.
- Next step is the Department of Housing is preparing contracts for the Town of Watertown; once Town signs, funding flows to the Town to pay vendors; timeline is unknown and governed by the Department of Housing.
- Authority will manage projects: prepare scopes, sign contracts, receive invoices and act as vendor point of contact; Town will only hold funds and cut checks per grant structure.
- Planned capital priorities: roofs, windows, gutters, sidewalks, parking lot/asphalt; proposal to omit siding and pursue reallocating siding money toward sidewalks if permitted by the State.
- Russ Antonacci also proposed having a capital reserve study performed for Buckingham Terrace and Truman Terrace estimated at \$8,000–\$12,000 to help with planning and allocation of current capital reserve money; Country Ridge study deferred until major Country Ridge projects are completed with grant funding.

7. Resident Service Coordinator Report

Sashoy Redmond presented the RSC update.

- New RSC meet and greet was held to introduce myself to the residents to encourage open communication and also engagement. And the residents also participated in engaging activities which promoted interaction and participation.

- I also did a budgeting activity, which I presented myself as a speaker, which provided residents with helpful information and resources related to financial planning and money management.
- A month end birthday party celebration was also held to recognize residents who celebrated birthdays within the month of January, as I wasn't here in January, and also for February. The aim is to foster a sense of community for all residents.
- The average resident attendance for coffee-hour events has increased with Truman Terrace averaging about 14 residents per week. Country Ridge averaging 10 residents per week and Buckingham Terrace averaging about 12 residents per week, which demonstrates steady participation across all communities.
- Eight (8) wellness checks across all complexes to support residents' well-being and also identify any form of service needs were performed.
- The monthly residents' newsletter was distributed to residents to keep them informed of all community updates, available programs, and upcoming events. Residents were also reminded of important program deadlines, including energy assistance.
- Lastly residents were also notified of the upcoming start date of renters' rebate program, so that they may prepare the necessary documentation in advance.
- Overall, the residents have been engaging positively, and also we continue to grow in participation, socialization, educational, and supportive programming.

8. Resident Commissioner Report

- a. Sharon accompanied Sashoy at her RSC meet and greets. Attendance was good and residents were very receptive.
- b. Sharon received four phone calls from tenants, regarding a sign from Allen's Cleaners on the bulletin board for the tenants. There's no soliciting at the WHA. If a business places information at any common area location it must be formally approved and accompanied by at least two competitors. That be said, the WHA has a no soliciting policy.

9. Public Participation

The following tenants had comments, questions, or concerns:

- a. Debbie Manly - Country Ridge 13
- b. Gloria Rossi – Country Ridge 20
- c. Nancy Brooks – Country Ridge 4
- d. Gerry Gilbert – Truman Terrace A-2
- e. Sam Orsini – Truman Terrace B-9
- f. Judith Thibeau – Country Ridge 28
- g. Janine Keifer – Truman terrace B1
- h. Tanya Johnson – Buckingham Terrace D-4

Topics of discussion included but were not limited to the following:

1. A suggestion to add a microphone to the Commissioners table so people can hear better.
2. Request to have grievance forms posted to the bulletin boards at each community. They are posted but people have taken them down.
3. Query about spring repairs to sidewalks and curbing. A walkaround will be occurring in April to create list of common area and grounds repairs.
4. Inquiry about electrical boxes making noise end unit at Buckingham Terrace. Issue will be inspected.
5. Concerns were raised about winter plowing.
6. Inquiry about whether front doors will be replaced when windows are replaced at Country Ridge in 2026.
7. Inquiry about if a new fire alarm system at Truman Terrace would require a code for each resident. This is TBD. Most likely not.
8. Inquiry about if laundry machine services changed, would it affect all three communities. Ander is yes, all three communities would make the change.
9. Concerns were expressed about visitor parking. Visitors have been parking on curbs instead of visitor parking spaces. Notice will go out to residents.
10. Inquiry about whether digital thermostats would be forthcoming to apartments. No decision has been made. Pending.
11. Window seals are coming out of window that were recently replaced.

12. Water issue in apartment water coming out from underneath the tub. Awaiting of vendor color matching for paint.
13. Inquiry about damaged fence at Truman Terrace being repaired. Yes in the spring.
14. Request to have plow contractor replace the newly planted memorial tree that was damaged during snow removal.

Motion to adjourn meeting at 7:21 PM by Dan DiVito and second by Peter Mucciarone.

Sharon Pratt / Secretary
Watertown Housing Authority

Watertown Housing Authority

Accounts Payable

April 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	03/19/2026	BT D1	3J's Painting LLC	BT D1 paint&prep	Buckingham Terrace	2,090.00
Bill	03/19/2026	BT paint	3J's Painting LLC	BT paint	Buckingham Terrace	837.21
Bill	03/24/2026	BT D5	3J's Painting LLC	BT D5 paint&prep	Buckingham Terrace	2,470.00
Bill	02/01/2026	13NN-6QLR-CQTG	Amazon.com	house letter	Buckingham Terrace	43.97
Bill	01/01/2026	11VL-FWQH-L614	Amazon.com	ink cartridge	All	169.43
Bill	03/25/2026	1139	Carpets Plus, Inc.	materials		353.00
Bill	04/01/2026	520209	Complete LLC	monthly contracted services	All	7,333.33
Bill	03/12/2026	11783	DJ Melodia Plumbing & Heating	TT B6 service call	Truman Terrace	266.48
Bill	03/19/2026	11790	DJ Melodia Plumbing & Heating	TT C5 service call, replace water heater	Truman Terrace	2,153.17
Bill	02/05/2026	11736	DJ Melodia Plumbing & Heating	BT D-4 service call, replace water heater	Buckingham Terrace	1,732.51
Bill	03/25/2026	11800	DJ Melodia Plumbing & Heating	CR 23service call	Country Ridge	237.80
Bill	03/29/2026	11807	DJ Melodia Plumbing & Heating	CR 8 service call	Country Ridge	598.83
Bill	03/02/2026	260301496101	Edwards Answering Service Enterprises Inc	monthly service	All	34.73
Bill	04/01/2026	260401496101	Edwards Answering Service Enterprises Inc	monthly service	All	41.72
Bill	02/27/2026	5139 236 4014	Eversource	CR 33 Service 01/28/26-02/26/26	Country Ridge	13.69
Bill	02/27/2026	5140 946 4013	Eversource	BT D5 Service 01/28/26-02/26/26	Buckingham Terrace	112.50
Bill	02/27/2026	5144 889 3081	Eversource	CR Service 01/28/26-02/26/26	Country Ridge	47.12
Bill	02/27/2026	5193 646 4072	Eversource	BT B-5 Service 01/28/26-02/26/26	Buckingham Terrace	153.67
Bill	03/13/2026	5139 236 4014	Eversource	CR 33 Service 02/26/26-03/12/26	Country Ridge	6.52
Bill	03/26/2026	5106 556 4007	Eversource	TT A8 Service 02/26/26-03/25/26	Truman Terrace	170.14
Bill	03/27/2026	5140 946 4013	Eversource	BT D5 Service 02/26/26-03/26/26	Buckingham Terrace	124.98
Bill	03/27/2026	5144 889 3081	Eversource	CR Service 02/26/26-03/26/26	Country Ridge	36.93
Bill	03/27/2026	5193 646 4072	Eversource	BT B-5 Service 02/26/26-03/26/26	Buckingham Terrace	252.61
Bill	03/26/2026	5121 526 4052	Eversource	BT E*6 Service 03/23/26-03/26/26	Buckingham Terrace	31.34
Bill	02/27/2026	5760 163 0056	Eversource - Gas	CR Service 01/28/26-02/26/26	Country Ridge	542.16
Bill	02/27/2026	5798 873 0057	Eversource - Gas	CR 33 Service 01/28/26-02/26/26	Country Ridge	127.78
Bill	03/27/2026	5760 163 0056	Eversource - Gas	CR Service 02/26/26-03/26/26	Country Ridge	405.04
Bill	03/06/2026	113611	Fire Equipment Headquarters	Inspect & recharge extinguishers	All	130.80
Bill	03/25/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	2,011.30
Bill	03/16/2026	031626	Lance.Valentino	reimburse for Labonne's	Truman Terrace	159.98
Bill	02/26/2026	022026	Lance.Valentino	reimburse for purchases at Staples	All	250.95
Bill	03/20/2026	321640	Millette Pest Control LLC	BT C-2 - pest service	Buckingham Terrace	325.00
Bill	03/13/2026	321554	Millette Pest Control LLC	BT C-1,2,3 - pest service	Buckingham Terrace	150.00
Bill	03/02/2026	40304-X2M3X8	NAHRO	Membership 2026-2027	All	196.80
Bill	03/15/2026	07881-138731-01-1	Optimum	BT Service - 03/15/26-04/14/26	Buckingham Terrace	292.47
Bill	03/15/2026	07881-134130-01-9	Optimum	CR Service -03/15/26-04/14/26	Country Ridge	337.72
Bill	03/15/2026	07881-138730-01-3	Optimum	TT Service - 03/15/26-04/14/26	Truman Terrace	292.47
Bill	03/23/2026	032326	Petty Cash	office supplies	All	300.00
Bill	03/02/2026	1918	Pilicy & Ryan, PC	housing application	All	406.25
Bill	04/01/2026	9280	PJ Electric, Inc.	TT C20 service call	Truman Terrace	122.95
Bill	04/01/2026	6014	Propertyworx LLC	Apr 2026 management services	All	7,352.00
Bill	04/01/2026	040126	Sashoy.Redmond-RSC Funds	funding for RSC activities	All	450.00
Bill	04/01/2026	0603302983BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	04/01/2026	0603302984CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	04/01/2026	0603302982TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	03/24/2026	1020740 032426	Watertown Fire District	TT Service 02/13/26-03/16/26	Truman Terrace	398.50

35,009.58

Watertown Housing Authority

Accounts Payable

May 2026

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/19/2026	BT E5	3J's Painting LLC	BT E5 paint&prep	Buckingham Terrace	2,470.00
Bill	04/19/2026	BT paint revised	3J's Painting LLC	BT paint	Buckingham Terrace	410.35
Bill	05/05/2026	BT A2	3J's Painting LLC	BT A2 paint&prep	Buckingham Terrace	2,470.00
Bill	04/09/2026	1096	A Safe and Sound Locksmith LLC	TT service call	Truman Terrace	129.00
Bill	01/01/2026	2310375-2310557	Ace Hardware	Sept invocies	All	309.19
Bill	03/23/2026	90143282	Allegion Access Tech, LLC	CR service call	Country Ridge	1,135.78
Bill	04/29/2026	1257	Carpets Plus, Inc.	BT E6 repairs	Buckingham Terrace	220.00
Bill	04/21/2026	520223	Complete LLC	CR Asphalt repairs	Country Ridge	3,580.00
Bill	05/01/2026	520243	Complete LLC	monthly contracted services	All	7,333.33
Bill	05/01/2026	260501496101	Edwards Answering Service Enterprises Inc	monthly service	All	41.72
Bill	04/01/2026	51138183082 03 2026	Eversource	Summary billing 02/26/26-03/26/26	All	2,768.34
Bill	04/27/2026	5140 946 4013	Eversource	BT D5 Service 03/26/26-04/24/26	Buckingham Terrace	16.20
Bill	04/29/2026	5115 336 4062	Eversource	TT B5 Service 03/26/26-04/28/26	Truman Terrace	2.57
Bill	04/29/2026	5121 526 4052	Eversource	BT E6 Service 03/26/26-04/28/26	Buckingham Terrace	69.72
Bill	04/29/2026	5144 889 3081	Eversource	CR Service 03/26/26-04/28/26	Country Ridge	33.46
Bill	04/29/2026	5193 646 4072	Eversource	BT B-5 Service 03/26/26-04/28/26	Buckingham Terrace	62.72
Bill	05/01/2026	5116 536 4027	Eversource	BT A2 Service 04/16/26-04/28/26	Buckingham Terrace	14.81
Bill	04/30/2026	51138183082 04 2026	Eversource	Summary billing 04/01/26-04/30/26	All	2,220.42
Bill	03/13/2026	5798 873 0057	Eversource - Gas	CR 33 Service 02/26/26-03/12/26	Country Ridge	48.87
Bill	04/29/2026	5760 163 0056	Eversource - Gas	CR Service 03/26/26-04/28/26	Country Ridge	329.16
Bill	04/10/2026	summerpicnic1	Frankie's Catering	summer picnic deposit	All	600.00
Bill	04/24/2026	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	All	1,075.70
Bill	04/26/2026	10159 BT	Lawnkeepers LLC	Fertilization & crabgrass control	Buckingham Terrace	320.00
Bill	04/26/2026	10160 CR	Lawnkeepers LLC	Fertilization & crabgrass control	Country Ridge	402.00
Bill	04/26/2026	10161 TT	Lawnkeepers LLC	Fertilization & crabgrass control	Truman Terrace	250.00
Bill	04/09/2026	321641	Millette Pest Control LLC	BT C-2 - pest service	Buckingham Terrace	150.00
Bill	04/25/2026	325885	Millette Pest Control LLC	TT C-2- pest service	Truman Terrace	775.00
Bill	04/15/2026	07881-134130-01-9	Optimum	CR Service -04/15/26-05/14/26	Country Ridge	337.72
Bill	04/15/2026	07881-138730-01-3	Optimum	TT Service - 04/15/26-05/14/26	Truman Terrace	292.42
Bill	04/15/2026	07881-138731-01-1	Optimum	BT Service - 04/15/26-05/14/26	Buckingham Terrace	292.42
Bill	04/21/2026	042126	Petty Cash	office supplies	All	296.50
Bill	04/10/2026	9289	PJ Electric, Inc.	TT B1 service call	Truman Terrace	228.10
Bill	05/01/2026	6058	Propertyworx LLC	May 2026 management services	All	7,352.00
Bill	04/23/2026	6074	Propertyworx LLC	reimbursement for toner	All	447.46
Bill	05/01/2026	050126	Sashoy.Redmond-RSC Funds	funding for RSC activities	All	450.00
Bill	05/01/2026	0603309949BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	459.10
Bill	05/01/2026	0603309950CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	459.10
Bill	05/01/2026	0603309948TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	527.53
Bill	04/24/2026	1020740 042426	Watertown Fire District	TT Service 03/16/26-04/15/26	Truman Terrace	397.61
Bill	04/01/2026	0304130000BT	Watertown WSA	BT 1Q 2026	Buckingham Terrace	1,966.59
Bill	04/01/2026	0304132000CR	Watertown WSA	CR 4Q 2025	Country Ridge	2,829.41
Bill	04/08/2026	26-27 1	Worker's Compensation Trust	Worker's compensation policy - 2026-2027	All	640.00
Bill	04/12/2026	5214	Worxshop LLC	Mar 2026 - Maintenance & Repairs BT	Buckingham Terrace	3,867.50
Bill	04/12/2026	5215	Worxshop LLC	Mar 2026 - Maintenance & Repairs CR	Country Ridge	1,462.50
Bill	04/12/2026	5216	Worxshop LLC	Mar 2026 - Maintenance & Repairs TT	Truman Terrace	1,836.25
Bill	04/30/2026	5271	Worxshop LLC	reimbursement for traffic yellow paint for fire hyc	All	37.66

51,418.21



New Business



Old Business



Property Manager Report

Available units as of 5-18-2026

Community	Unit #	Condition / Necessary Work	Comment
Country Ridge 0			
Buckingham Terr. 3			
	A-2	Needs cleaning	Actively showing unit.
	D-3	Needs paint and cleaning	Tenant just passed. New tenant moving in July.
	B-5	Needs cleaning	Tenant just passed. Actively showing unit once cleaned out.
Truman Terr. 1			
	B-10	Needs paint and cleaning	Tenant recently passed. Have new tenant moving in once finished.

Watertown Housing Authority - April Work Orders

Entered Date	Status	Description	Location	NoteDate	Notes
04/02/2026	Complete	Went down to check the dryer machine in CC.	BT	04/06/2026	Called and put in ticket for machine.
04/02/2026	Complete	Need to check electrical utility box on side of building for making noise.	BT D-8	04/06/2026	Went and checked for sound but nothing more then usual.
04/03/2026	Complete	Went to fix screen door damaged by wind gust.	CR 1	04/06/2026	Went and fixed screen door damaged by wind.
04/03/2026	Complete	Need to go check GFI plug in kitchen not resetting.	TT A-2	04/06/2026	Went and checked outlet. Had to rest at electrical box.
04/03/2026	Complete	Bathroom shower drain is going down slow. Will need to check and snake.	CR 24	04/17/2026	Went in and checked bathroom shower drain. Seems to be going down good. Will keep and eye on to see if it clogs again.
04/03/2026	Complete	Need to change out light bulb outside on balcony on Bldg. C.	TT	04/06/2026	Replaced light bulb.
04/03/2026	Complete	Need to check light in bathroom. Bulb might need replacing.	CR 23	04/06/2026	Went in and replaced light bulbs in bathroom.
04/03/2026	Complete	Need to check smoke alarm chirping in laundry room.	TT	04/06/2026	Replaced battery in smoke detector.
04/03/2026	Complete	Need to check thermostat not working.	TT C-20	04/06/2026	Went to check heat not turning on. Called electrician to come and switch thermostat.
04/03/2026	Complete	Bathroom sink is going down slow.	CR 7	04/06/2026	Went in and snaked drain in bathroom sink.
04/03/2026	Complete	Need to check front door dead bolt not opening.	CR 32	04/06/2026	Went and replaced dead bolt.
04/03/2026	Complete	Need to check toilet not flushing.	CR 35	04/06/2026	Went in and fixed toilet.
04/03/2026	Complete	Need to change out light bulb in bathroom.	CR 39	04/06/2026	Went in and replaced light bulb in bathroom.
04/03/2026	Complete	Need to change out toilet and medicine cabinet. Also need to clean mold on windows.	BT D-1	04/06/2026	Went in and cleaned windows from mold and replaced both toilet and medicine cabinet.
04/03/2026	Complete	Need to clean and get unit ready for new tenant.	BT B-5	04/06/2026	Went and cleaned out and fixed all for new tenant moving in.
04/13/2026	Complete	Need to check stove vent making noise and change light bulb in bathroom.	CR 19	04/17/2026	Changed out light bulbs in bathroom and checked stove hood vent motor. Will have to order new motor and replace. It still can be used until new one comes in.
04/13/2026	Complete	Need to check bathroom sink stopper and kitchen sink sprayer on faucet.	BT D-8	04/17/2026	Fixed bathroom sink stopper and kitchen sink sprayer.
04/13/2026	Complete	Need to check front door actuator and handle.	BT D-7	04/17/2026	Check front screen door and seems to be working good.
04/14/2026	Complete	Need to check vent in bathroom and bathtub is going down slow.	BT D-6	04/17/2026	Snaked drain from hair clog. Also cleaned bathroom vent cover that was dusty.
04/16/2026	Complete	Need to check screen on front screen door. May need to be replaced.	CR 33	04/17/2026	Rescreened front screen door.
04/20/2026	Complete	Need to fix window crank in livingroom that isn't opening.	CR CR-22	05/05/2026	Replaced window handle and fixed metal trim around opposite window not opening.
04/22/2026	Complete	Drain in bathroom sink is going down slow. Might need to be snaked.	CR 27	05/05/2026	Fixed clog.
04/27/2026	Complete	Need to check closet door that came off track.	BT D-6	05/13/2026	Fixed closet door.

Watertown Housing Authority Work Orders - March 11 - May 18, 2026

Status	Entered Date	Description	Address1	NoteDate	Notes
Complete	05/12/2026	Need to check fridge not working properly.	TT C-6	05/13/2026	Checked fridge and it will need replacing.
Complete	05/12/2026	Need to check fridge not working correctly.	BT B-3	05/13/2026	Checked fridge and it will need replacing.
Complete	05/12/2026	Need to check outlets not working in bedroom.	TT C-20	05/13/2026	Checked outlets and breaker was tripped due to power outage the day before.
Complete	05/12/2026	Need to check toilet in woman's bathroom that keeps running.	TT	05/13/2026	Replaced internals and it fixed the problem.
Complete	05/12/2026	Need to unclog kitchen sink.	BT C-8	05/13/2026	Fixed clog in kitchen sink.
Complete	05/07/2026	Need lights in the bathroom.	CR 5	05/13/2026	Replaced light bulbs in bathroom.
Complete	05/05/2026	Need to check tub drain not going down from clog.	CR 32	05/13/2026	Fixed clog in shower.
Complete	04/27/2026	Need to check closet door that came off track.	BT D-6	05/13/2026	Fixed closet door.
Complete	04/22/2026	Drain in bathroom sink is going down slow. Might need to be snaked.	CR 27	05/05/2026	Fixed clog.
Complete	04/20/2026	Need to fix window crank in livingroom that isn't opening.	CR CR-22	05/05/2026	Replaced window handle and fixed metal trim around opposite window not opening.
Complete	04/16/2026	Need to check screen on front screen door. May need to be replaced.	CR 33	04/17/2026	Rescreened front screen door.
Complete	04/14/2026	Need to check vent in bathroom and bathtub is going down slow.	BT D-6	04/17/2026	Snaked drain from hair clog. Also cleaned bathroom vent cover that was dusty.
Complete	04/13/2026	Need to check front door actuator and handle.	BT D-7	04/17/2026	Check front screen door and seems to be working good.

Complete	04/13/2026	Need to check bathroom sink stopper and kitchen sink sprayer on faucet.	BT D-8	04/17/2026	Fixed bathroom sink stopper and kitchen sink sprayer.
Complete	04/13/2026	Need to check stove vent making noise and change light bulb in bathroom.	CR 19	04/17/2026	Changed out light bulbs in bathroom and checked stove hood vent motor. Will have to order new motor and replace. It still can be used until new one comes in.
Complete	04/03/2026	Need to clean and get unit ready for new tenant.	BT B-5	04/06/2026	Went and cleaned out and fixed all for new tenant moving in.
Complete	04/03/2026	Need to change out toilet and medicine cabinet. Also need to clean mold on windows.	BT D-1	04/06/2026	Went in and cleaned windows from mold and replaced both toilet and medicine cabinet.
Complete	04/03/2026	Need to change out light bulb in bathroom.	CR 39	04/06/2026	Went in and replaced light bulb in bathroom.
Complete	04/03/2026	Need to check toilet not flushing.	CR 35	04/06/2026	Went in and fixed toilet.
Complete	04/03/2026	Need to check front door dead bolt not opening.	CR 32	04/06/2026	Went and replaced dead bolt.
Complete	04/03/2026	Bathroom sink is going down slow.	CR 7	04/06/2026	Went in and snaked drain in bathroom sink.
Complete	04/03/2026	Need to check thermostat not working.	TT C-20	04/06/2026	Went to check heat not turning on. Called electrician to come and switch thermostat.
Complete	04/03/2026	Need to check smoke alarm chirping in laundry room.	TT	04/06/2026	Replaced battery in smoke detector.
Complete	04/03/2026	Need to check light in bathroom. Bulb might need replacing.	CR 23	04/06/2026	Went in and replaced light bulbs in bathroom.
Complete	04/03/2026	Need to change out light bulb outside on balcony on Bldg. C.	TT	04/06/2026	Replaced light bulb.
Complete	04/03/2026	Bathroom shower drain is going down slow. Will need to check and snake.	CR 24	04/17/2026	Went in and checked bathroom shower drain. Seems to be going down good. Will keep and eye on to see if it clogs again.

Complete	04/03/2026	Need to go check GFI plug in kitchen not resetting.	TT A-2	04/06/2026	Went and checked outlet. Had to rest at electrical box.
Complete	04/03/2026	Went to fix screen door damaged by wind gust.	CR 1	04/06/2026	Went and fixed screen door damaged by wind.
Complete	04/02/2026	Need to check electrical utility box on side of building for making noise.	BT D-8	04/06/2026	Went and checked for sound but nothing more then usual.
Complete	04/02/2026	Went down to check the dryer machine in CC.	BT	04/06/2026	Called and put in ticket for machine.