



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

January 11, 2023





Meeting Minutes

MINUTES

WATERTOWN HOUSING AUTHORITY Regular Meeting: Wednesday, December 14, 2022

A regular meeting was held by the Housing Authority on Wednesday, December 14, 2022 at Country Ridge – 6:00 P.M.

Vice Chair Dan DiVito called the meeting to order at 6:00 p.m.

1. ROLL CALL

Members Present: Dan DiVito – Vice Chairman
Sharon Pratt – Resident Commissioner
Denise Russ – Commissioner
Carmine Verno – Commissioner

Absent: Janelle Wilk – Chairwoman

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

2. Chairwoman's Report – none.

3. Approval of Minutes

a. Regular Meeting Truman Terrace – November 9th

Discussion: Denise Russ: on page 4 under line item 6a, the motion was seconded by Dan DiVito Russ, to remove Russ.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve the Regular meeting minutes of November 9, 2022 as amended.

By voice vote the motion was passed unanimously

4. Approval of bills paid for:

- a. December 2022

Discussion: none.

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the bills for December 2022.

By voice vote the motion was passed unanimously

5. Property Manager's Report

- a. 2023 Budget Presentation Mr. Antonacci reported: The CPA allocated expenses to certain line items that were not following my budget for the year. When this happens, you do not have a true actual for the expenses at the end of the year, I wanted everything in its proper location before I presented. I am hoping to have the budget done at the end of this week or next week for the commission. CHAFA is aware of it and has given us an extension.

- b. Truman Terrace Window Update

Mr. Antonacci reported: Listening to the residents of Truman, Dan and I met with the architect and discussed the window options in great detail. The architectural diagrams show a blend of casement and single hung windows based on the dimensions of the window. He passed out recommendations from the architect and reviewed them to the commission. If everyone is comfortable, I would like to put the bidding document out with the bid the architect provided to us and I will provide a simpler cover sheet.

Dan DiVito stated the changes are good, he did a good job bringing in the casement and the double hung. He noted that the tempered glass is in some locations and believes more is needed.

A motion was made by Denise Russ, and seconded by Carmine Verno to add to the agenda under Old Business 7b to make a motion to go out to bid on the windows.

By voice vote the motion was passed unanimously

c. Variance Requests

Lori Finke reported:

1. I have resubmitted from the last meeting variance request 017 & 018 for Truman Terrace with the Doctors note to relocate.

A motion was made by Sharon Pratt, and seconded by Denise Russ to approve.

By voice vote the motion was passed unanimously

Sharon Pratt made a recommendation for the replacement of the toilets to use the High-Rise ADA toilets to save on expenses for maintenance.

2. Variance request 019 I submitted myself for Truman Terrace, Apt C2 we have another tub with cracks. When the tenant stands in the tub the water leaks through the cracks to the apartment downstairs. The same contractor would be installing it.

Sharon Pratt noted that same tenant reported the crack 3 or 4 years ago and it was never replaced, I am totally for that tub being replaced.

A motion was made by Carmine Verno, and seconded by Sharon Pratt to approve.

By voice vote the motion was passed unanimously

3. Variance request for Country Ridge and there was a doctors note attached to that as well for the ADA toilet.

A motion was made by Sharon Pratt, and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

d. Updated Available Apartments List as of 12/12/22

We now have three that are ready to go one at Country Ridge and two at Truman almost 4 with one almost ready to go within the next couple of weeks.

e. Update on gutter cleaning

The three J's did Buckingham and Country Ridge. Truman Terrace has the covers on the gutters and maintenance blew those off. The only areas they did not get do, was the roofs due to the rain to the upper ones.

6. New Business

a. Resident Commissioner Elections

In your packet you have the printout and once it is approved with the content, we will distribute it. I have added responsibilities, it talks about the term, and to give a history or background with a location for the name and unit number for nomination. It will be posted at all the communities, hand delivered to everyone's door and posted on the website. The process will be, we will distribute the document and post the nominations. Then all the nominees will be placed on a ballot and then it will be redistributed to everybody with a delivery location and date. We will tally everything up and review at the next meeting.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve.

By voice vote the motion was passed unanimously

7. Old Business

a. Discussion and possible action on the proposed new Bylaws.

A motion was made by Carmine Verno, and seconded by Denise Russ to table.

By voice vote the motion was passed unanimously

b. Action on motion to go out to bid on the Truman windows.

A motion was made by Denise Russ, and seconded by Carmine Verno to approve with Russ Antonacci looking into the tempered glass for the stairwells.

By voice vote the motion was passed unanimously

8. Resident Commissioner Report
Sharon Pratt reported:

1. I met with the tenants at Country Ridge, they had a concern with the area in front of Apartment 31 and the concrete that was just fixed a few months back, it is all crumbling again.
2. Sharon Pratt asked Dan DiVito if he would explain to the tenants how it worked with the acceptance of the contract with Complete. Why we took that bid, and why was it put not out to bid because we had only one bid.
3. Sharon Pratt thanked everyone for their support.

Dan DiVito stated it did go out to bid and only one person bid on it.

A resident stated that you have to get three bids according to state law, or it has to go out for rebid.

Dan DiVito will check into that.

9. Public Participation

Diane Lautenschlager spoke.

Carol Minicucci spoke.

Debra Manley spoke.

Mariza Noss spoke.

Jeanne O'Brian spoke.

10. Adjournment

A motion was made by Denise Russ and seconded by Sharon Pratt to adjourn meeting at 7:04 p.m.

By voice vote the motion was passed unanimously

Carmine Verno
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority
Accounts Payable
January 2023

Type	Date	Num	Name	Memo	Amount
Bill	12/09/2022	CR 40	3J's Painting LLC	CR 40 prep & paint	Country ridge 2,380.00
Bill	12/01/2022	BTA2-S	3J's Painting LLC	BT - A2 paint	Buckingham Terrace 253.34
Bill	12/05/2022	BTB2	3J's Painting LLC	BT - B2 prep & paint	Buckingham Terrace 2,280.00
Bill	12/05/2022	BTB2-S	3J's Painting LLC	BT - B2 paint	Buckingham Terrace 253.34
Bill	12/09/2022	BT CR	3J's Painting LLC	gutter cleaning	Buckingham Terrace/Country Ridge 1,450.00
Bill	12/24/2022	123007 122422	Ace Hardware of Watertown	Statement ending 12/24/22	All 96.14
Bill	12/16/2022	063310	Alarm Masters Inc	BT and TT - Fire alarm calls	Buckingham Terrace/Truman Terrace 1,320.00
Bill	11/08/2022	35633	AllStar Appliance Inc	TT B2, C9 - 12 cuft refrig	Truman Terrace 1,298.00
Bill	11/08/2022	35632	AllStar Appliance Inc	TT A2,B2,C9 - electric stove	Truman Terrace 2,217.00
Bill	12/15/2022	35754	AllStar Appliance Inc	CR 10 - fridge repair	Country ridge 159.00
Bill	12/27/2022	35789	AllStar Appliance Inc	TT B3- fridge	Truman Terrace 704.00
Bill	12/09/2022	i132302	American Rooter LLC	TT - auger toilet	Truman Terrace 445.50
Bill	12/05/2022	i132147	American Rooter LLC	TT - snake main line	Truman Terrace 650.50
Bill	01/03/2023	i132970	American Rooter LLC	BT- snake main line, reset toilet	Buckingham Terrace 423.50
Bill	01/01/2023	230101496101	Edwards Answering Service Enterprises Inc	monthly service	All 33.50
Bill	12/28/2022	5125 298 3036	Eversource	Service 11/28-12/28/22	Buckingham Terrace 678.47
Bill	12/28/2022	5129 979 3026	Eversource	Service 11/28-12/28/22	Country ridge 33.60
Bill	12/28/2022	5131 089 3094	Eversource	Service 11/28-12/28/22	Country ridge 35.41
Bill	12/28/2022	5135 689 3081	Eversource	Service 11/28-12/28/22	Country Ridge 497.04
Bill	12/28/2022	5141 089 3093	Eversource	Service 11/28-12/28/22	Country ridge 39.09
Bill	12/28/2022	5144 889 3081	Eversource	Service 11/28-12/28/22	Country ridge 33.19
Bill	12/28/2022	5147 056 4014	Eversource	Service 11/28-12/28/22	Country ridge 46.79
Bill	12/28/2022	5154 889 3080	Eversource	Service 11/28-12/28/22	Country ridge 31.77
Bill	12/28/2022	5155 789 3047	Eversource	Service 11/28-12/28/22	Country ridge 66.10
Bill	12/28/2022	5160 536 4041	Eversource	Service 11/28-12/28/22	Country ridge 16.33
Bill	12/28/2022	5160 799 3003	Eversource	Service 11/28-12/28/22	Country ridge 45.58
Bill	12/28/2022	5161 089 3091	Eversource	Service 11/28-12/28/22	Country ridge 32.99
Bill	12/28/2022	5175 889 3077	Eversource	Service 11/28-12/28/22	Country ridge 40.91
Bill	12/28/2022	5181 389 3054	Eversource	Service 11/28-12/28/22	Country ridge 42.74
Bill	12/28/2022	5190 799 3000	Eversource	Service 11/28-12/28/22	Country ridge 45.98
Bill	12/21/2022	5141 266 4039	Eversource	Service 11/28-12/20/22	Buckingham Terrace 24.16
Bill	12/29/2022	5113 818 3082	Eversource	Service 11/28-12/29/22	Truman Terrace 649.31
Bill	12/29/2022	5127 946 4093	Eversource	Service 11/28-12/29/22	Buckingham Terrace 15.03
Bill	12/29/2022	5141 028 3030	Eversource	Service 11/28-12/29/22	Truman Terrace 141.51
Bill	12/29/2022	5150 466 4038	Eversource	Service 11/28-12/29/22	Truman Terrace 37.00
Bill	12/29/2022	5152 818 3080	Eversource	Service 11/28-12/29/22	Truman Terrace 86.24
Bill	12/29/2022	5159 366 4089	Eversource	Service 11/28-12/29/22	Truman Terrace 46.12

Watertown Housing Authority
Accounts Payable
January 2023

Type	Date	Num	Name	Memo	.	Amount
Bill	12/29/2022	5172 826 4052	Eversource	Service 11/28-12/29/22	Truman Terrace	32.86
Bill	12/29/2022	5182 936 4033	Eversource	Service 11/28-12/29/22	Truman Terrace	32.22
Bill	12/29/2022	5191 018 3029	Eversource	Service 11/28-12/29/22	Truman Terrace	82.99
Bill	12/28/2022	5722 384 0034	Eversource - Gas	Service 11/28-12/28/22	Country Ridge	142.43
Bill	12/28/2022	5760 163 0056	Eversource - Gas	Service 11/28-12/28/22	Country Ridge	418.51
Bill	12/25/2022	6035 3220 0591	€ Home Depot	monthly charges	All	1,755.33
Bill	12/29/2022	22786	J & J Lock LLC	CR 1 Repair lock	Country ridge	110.00
Bill	01/01/2023	01 2023	Janice Connor	Jan 2023 - supplies	All	300.00
Bill	12/10/2022	07881-138731-01	Optimum BT	Service 12/15/2022-01/14/2023	Buckingham Terrace	356.14
Bill	12/10/2022	07881-134130-01	Optimum CR	Service 12/15/2022-01/14/2023	Country ridge	233.49
Bill	12/10/2022	07881-138730-01	Optimum TT	Service 12/15/2022-01/14/2023	Truman Terrace	204.44
Bill	12/06/2022	6771	PJ Electric, Inc.	TT clubhouse - repaired heat contactors	Truman Terrace	607.90
Bill	12/23/2022	6810	PJ Electric, Inc.	TT - moved pole damage by storm	Truman Terrace	75.00
Bill	01/01/2023	4365	Propertyworx LLC	Jan 23 management services	All	6,600.00
Bill	12/01/2022	upkeep 22-23	Propertyworx LLC	Reimb Upkeep renewal	All	576.00
Bill	12/20/2022	24778	Ray Palmer Plumbing & Heating, Inc.	CR 1 & 2- check heat	Country ridge	499.07
Bill	12/23/2022	24779	Ray Palmer Plumbing & Heating, Inc.	TT C-9- bathtub installation	Truman Terrace	673.42
Bill	12/30/2022	6035 5178 1216	€ Staples Credit Plan	monthly charges	All	61.63
Bill	12/27/2022	TT C-9	Steven L. Clark	TT C-9 Bathroom repairs	Truman Terrace	4,150.00
Bill	01/01/2023	0602918539	USA Hauling & Recycling Inc	monthly charge	Truman Terrace	464.62
Bill	01/01/2023	0602918541	USA Hauling & Recycling Inc	monthly service	Country ridge	416.41
Bill	01/01/2023	0602918540	USA Hauling & Recycling Inc	monthly service & transportation charge	Buckingham Terrace	496.41
Bill	12/27/2022	1020740 12	Watertown Fire District	Service 11/14 - 12/15/2022	Truman Terrace	316.21
Bill	01/03/2023	3051	Worxshop LLC	window hardware	Truman Terrace	61.85

35,316.11



Budget Update

WHA Bank Accounts
As of December 31st 2022

	2022	2021	change	
Operating Account - TSB	684,751.28	792,500.81	(107,749.53)	
<u>Capital Reserves</u>				
Webster CD	82,147.41	81,940.89	206.52	
TSB - Money Market	941,280.95	939,873.96	1,406.99	
TD Bank - Money Marekt	241,226.66	-	241,226.66	opened 4/1/22
Webster - Money Market	154,590.82	154,559.88	30.94	
Litchfield - CD	143,496.49	143,425.35	71.14	
Ion Bank - CD	115,023.12	114,898.08	125.04	
TOTAL RESERVES	1,677,765.45	1,434,698.16	243,067.29	
TOTAL CASH	<u>2,362,516.73</u>	<u>2,227,198.97</u>	<u>135,317.76</u>	

Watertown Housing

2022 Budget Review & 2023 Budget Proposal

	YEAR END	BUDGET	VARIANCE		PROPOSED	
	2022	2022	2022		2023	
Income						
TOTAL RENT REVENUE	683,766.09	681,420.00	2,346.09	0%	RENT REVENUE	685,000.00
ELDERLY & CONGREGATE SERV. INCOME	0.00	0.00	0.00		INTEREST INCOME	4,000.00
INTEREST INCOME	3,450.98	6,000.00	-2,549.02	-42%	OTHER INCOME	25,000.00
OTHER INCOME	20,376.85	33,684.00	-13,307.15	-40%	Total Revenue	714,000.00
Total Revenue	707,593.92	721,104.00	-13,510.08			
ADMINISTRATIVE & MANAGEMENT					ADMINISTRATIVE & MANAGEMENT	
CONVENTIONS & MEETING	0.00	0.00	0.00		ADVERTISING & MARKETING	5,000.00
ADVERTISING & MARKETING	6,392.15	2,000.00	4,392.15	220%	OFFICE SALARIES	600.00
OFFICE SALARIES	595.35	0.00	595.35		RES SVC COORDINATOR	25,000.00
RES SVC COORDINATOR	25,550.02	29,460.00	-3,909.98	-13%	RSC SUPPLIES	5,000.00
RSC SUPPLIES	4,424.95	5,000.00	-575.05	-12%	OFFICE SUPPLIES	3,500.00
OFFICE SUPPLIES	5,175.53	3,000.00	2,175.53	73%	MANAGEMENT FEE	83,160.00
MANAGEMENT FEE	79,200.00	79,200.00	0.00	0%	LEGAL	2,000.00
LEGAL	8,127.80	2,000.00	6,127.80	306%	AUDIT	7,000.00
AUDIT	0.00	0.00	0.00		BOOKKEEPING/ACCOUNTING	4,500.00
BOOKKEEPING/ACCOUNTING	7,532.50	6,000.00	1,532.50	26%	TELEPHONE & ANSWERING SVC	2,000.00
TELEPHONE & ANSWERING SVC	1,760.65	2,000.00	-239.35	-12%	INTERNET	5,000.00
INTERNET	5,645.46	3,500.00	2,145.46	61%	MISC ADMIN EXPENSE	2,500.00
MISC ADMIN EXPENSE	4,777.94	2,500.00	2,277.94	91%	TOTAL	145,260.00
TOTAL	149,182.35	134,660.00	14,522.35	11%		
TAXES & INSURANCE					TAXES & INSURANCE	
PAYROLL TAXES	748.69	0.00	748.69		PAYROLL TAXES	750.00
INSURANCE	21,241.64	21,000.00	241.64	1%	INSURANCE	24,000.00
HEALTH INSUR/EMPLOYEE BENEFITS	0.00	0.00	0.00		TOTAL	24,750.00
PENSION	0.00	0.00	0.00			
TOTAL	21,990.33	21,000.00	990.33	5%	UTILITIES	
UTILITIES					ELECTRICITY	31,000.00
ELECTRICITY	29,921.16	29,000.00	921.16	3%	WATER	5,000.00
WATER	4,279.41	8,000.00	-3,720.59	-47%	GAS	3,000.00
GAS	3,392.61	2,500.00	892.61	36%	SEWER	17,500.00
SEWER	17,117.66	9,000.00	8,117.66	90%	CABLE TV	1,500.00
CABLE TV	1,256.13	1,800.00	-543.87	-30%	TOTAL	58,000.00
TOTAL	55,966.97	50,300.00	5,666.97	11%	GENERAL MAINTENANCE & REPAIRS	
GENERAL MAINTENANCE & REPAIRS					GENERAL MAINTENANCE & REPAIR	75,000.00
GENERAL MAINTENANCE & REPAIR	84,442.59	60,000.00	24,442.59	41%	MAINTENANCE SUPPLIES	20,000.00
MAINTENANCE SUPPLIES	24,499.37	15,000.00	9,499.37	63%	JANITORIAL/CLEANING	7,500.00
REPAIRS CONTRACTS	0.00	0.00	0.00		HVAC/PLUMBING	15,000.00
JANITORIAL/CLEANING	7,243.43	7,000.00	243.43	3%	ELECTRICAL	7,500.00
HVAC/PLUMBING	21,136.65	12,500.00	8,636.65	69%	PAINTING	15,000.00
ELECTRICAL	7,518.69	10,000.00	-2,481.31	-25%	APPLIANCES REPAIRS & MATERIAL	10,000.00
PAINTING	17,005.97	15,000.00	2,005.97	13%	FLOORING	10,000.00
APPLIANCES REPAIRS & MATERIAL	17,897.50	5,000.00	12,897.50	258%	SECURITY	5,000.00
FLOORING	15,653.74	5,000.00	10,653.74	213%	GARBAGE & TRASH REMOVAL	16,000.00
SECURITY	7,016.60	2,500.00	4,516.60	181%	EXTERMINATING	1,500.00
GARBAGE & TRASH REMOVAL	15,591.19	13,500.00	2,091.19	15%	GROUPS IMPROVEMENTS	10,000.00
EXTERMINATING	2,386.51	1,000.00	1,386.51	139%	LANDSCAPING / SNOW REMOVAL	81,000.00
GROUPS MAINTENANCE	96,347.72	75,000.00	21,347.72	28%	FERTILIZER	4,850.00
REPAIRS PAYROLL	0.00	0.00	0.00		TOTAL	278,350.00
MISC OPERATING & MAINTENANCE	0.00	0.00	0.00			
TOTAL	316,739.96	221,500.00	95,239.96	43%	TOTAL EXPENSES	506,360.00
TOTAL EXPENSES	543,879.61	427,460.00	116,419.61	27%	NET INCOME	207,640.00
NET INCOME	163,714.31	293,644.00	-129,929.69			



Property Manager Update

Open Apartments as of January 6, 2023

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
1 Available	40		
			Painting completed. Final cleanup and will be showing soon.
Buckingham Terr.			
1 Available			
	A-6	Currently unrentable	
Truman Terrace			
5 Available			
	A-3	Showed	I have a very interested party. Waiting for response.
	C-6	Showing	
	B-7	Resident transferred to C-9	Resident just moved out this week. Apartment will be prepped for showing.
	B-4	Resident moved out 12/27/22	Calls are being made for showings.
	B-1	Showed/ continuing to show	Apartment was shown on 1/4/23. Office received a call on 1/5/23 that the apartment was to small. Making more appointments to show the apartment.
New Tenants since 11/1/2020			
Country Ridge			
	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
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
	A-2	Josephine Brantmeyer	11/1/2022
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 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
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
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



WHA MAINTENANCE

33 Work Orders

DUE	WO#	STATUS	WORKORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
12/15/22	1136	Complete	TT C-14 patch holes where shower rod was moved.	NONE	Lori Finke	C-14 Kevni Dzafer 203-841-8080		01/09/23	12/15/22
12/19/22	1144	Complete	TT C-11 loose tiles	HIGH	Lori Finke	Robin Lynn Teach, UnitC-11, 203-808-8087		12/20/22	12/19/22
12/19/22	1137	Complete	CR21 Please purchase and hang a motion light	NONE	Lori Finke	Helen Gizzi, Unit 21, 860-417-6159		12/16/22	12/15/22
12/19/22	1145	Complete	CR 18 Clean out exhaust duct	HIGH	Lori Finke	Joyce DeMarest, CR 18, 860-283-7238(h) 959-209-0612(c)		12/20/22	12/19/22
12/19/22	1146	Complete	Kitchen sink clogged and bathroom sink leaking	MEDIUM	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		12/21/22	12/19/22
12/21/22	1147	Complete	TTC-2 Bathroom sink and kitchen caulk	NONE	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010		12/29/22	12/20/22
12/21/22	1141	Complete	TT C-3 Replace old toilet with new ADA	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769		12/19/22	12/15/22
12/21/22	1143	Complete	TT C-4 Replace old toilet with new ADA toilet	NONE	Lori Finke	Karen Whitten, UnitC-4, 860-417-8322		12/20/22	12/15/22
12/27/22	1153	Complete	D-2 door sticking	NONE	Lori Finke	MarkJ Rayel, D-2, 203-578-6881		12/28/22	12/27/22
12/27/22	1154	Complete	CR16check window = draft coming in the living room window.	NONE	Lori Finke	Lorraine Wilson, Unit 16, 860-274-1445		12/28/22	12/27/22
12/27/22	1148	Complete	CR I Please install knobs	NONE	Lori Finke	Marian Kalpin, Unit 1, 203-525-0777		12/27/22	12/20/22
12/27/22	1149	Complete	CR 2 Install knobs in kitchen	NONE	Lori Finke	Shirley Belinski, Unit 2, 860-274-1952 (cell: 860-417-7526)		01/06/23	12/20/22
12/27/22	1150	Complete	CR3 Install knobs	NONE	Lori Finke	Sophie Calo, Unit 3, 203-725-6490		01/09/23	12/20/22
12/27/22	1151	Complete	CR 5 Install knobs	NONE	Lori Finke	David Reda, Unit 5, 860-274-4429		12/27/22	12/20/22
12/27/22	1152	Complete	CR 6 Install knobs	NONE	Lori Finke	Leo Chevrier, Unit 6, 203-217-3065		01/09/23	12/20/22
12/27/22	1155	Complete	Light out in refrigerator	LOW	Lori Finke	Teresa Hunt, Unit 35, 203-945-9274		12/28/22	12/27/22
12/27/22	1156	Complete	BT B-2 replace a few things and unclog the tub drain.	NONE	Lori Finke	Thomas St. Onge Unit B-2; 203-982-4426		12/28/22	12/27/22
12/28/22	1157	Complete	TTC-19check water leak	NONE	Lori Finke	Edmond Charette, UnitC-19,203-560-8374		12/29/22	12/28/22
12/29/22	1158	Complete	CR 37 Roof leak	NONE	Lori Finke	Bill Wheelahan, Unit 37, Jackie (860-945-9113)		12/29/22	12/28/22
12/29/22	1159	Complete	CR 29 Light bulb replacements	NONE	Lori Finke	Susan Dubay, Unit 29, 860-417-9259		01/05/23	12/28/22

and rail screws

12/29/22	1161	Complete	TT Bl I Outside light needs a bulb	NONE	Lori Finke	Frank Brickett, B-11, B60-4B3-1154	01/04/23	12/28/22
12/30/22	1162	Complete	Bathroom sink backed up	HIGH	Lori Finke	Gloria Bradshaw, Unit E-1, 860-945-3097	12/30/22	12/30/22
01/04/23	1164	Complete	TT C-11 Please check kitchen light fixture	NONE	Lori Finke	Robin Lynn Teach, UnitC-11, 203-808-8087	01/05/23	01/04/23
01/04/23	1166	Complete	CR Office door needs adjusting	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	01/05/23	01/04/23
01/04/23	1160	Complete	Cr 29 Kitchen knobs needed	NONE	Lori Finke	Susan Dubay, Unit 29, 860-417-9259	01/05/23	12/28/22
01/09/23	1169	Complete	TT C1 Please check freezer	NONE	Lori Finke	Gertrude (Trudy) Druan, UnitC-1, 203-592-6063	01/10/23	01/09/23
01/10/23	1171	Open	CR C C remove Christmas light from outside	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	01/10/23	01/10/23
01/10/23	1167	Complete	BT Community Room	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace	01/05/23	01/04/23
01/11/23	1168	Complete	TT Community Room	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	01/05/23	01/04/23
01/18/23	1163	Complete	CR 13 Bathroom sink draining slowly	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322	01/06/23	01/04/23
01/18/23	1165	Open	CR40 Prep apartment for showing.	NONE	Lori Finke	Unit 40, Available	01/04/23	01/04/23
01/23/23	1170	Open	TT B-7 Prep empty apartment for showing	NONE	Lori Finke	Available B-7	01/09/23	01/09/23
01/24/23	1172	Open	TT C-12 Please repair kitchen ceiling	NONE	Lori Finke	Thomas Wills, Unit C-12, 860-483-2777	01/10/23	01/10/23

33 Work Orders assigned to Worx:Shop

- 4 Open Work Orders**
- 0 On Hold Work Orders**
- 0 In Progress Work Orders**
- 29 Closed Work Orders**



New Business



Old Business