



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing
Authority Commissioner
Report May 10, 2023





Watertown Housing Authority

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Watertown, CT 06795

**Regular Meeting Wednesday, May 10th 2023
Truman Terrace, 6:00 P.M.**

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting Buckingham, April 12th
4. Approval of bills paid for
 - a. May 2023
5. Commissioner's Questions/Comments
6. Property Manager's Report
 - a. Available Apartments
 - b. Variance Request
 - c. Work Orders
7. New Business
 - a. Banking Activity
8. Old Business
 - a. Truman Terrace Window Update
9. Resident Commissioner Report
10. Public Participation
11. Adjournment



Meeting Minutes

**WATERTOWN HOUSING AUTHORITY
1091 Buckingham Street
Watertown, Ct 06795**

**Regular Meeting Wednesday, April 12, 2023
Buckingham Terrace, 6:00 P.M.**

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, April 12, 2023 at Buckingham Terrace – 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: Lori Finke, Property Manager

2. Chairwoman's Report – none.

3. Approval of Minutes

- a. Regular Meeting Country Ridge, March 8, 2023
- b. Special Meeting via Zoom, March 16, 2023

A motion was made by Denise Russ, and seconded by Carmine Verno to accept the Regular meeting minutes of March 8, 2023 and the Special meeting minutes of March 16, 2023.

Discussion: none.

By voice vote the motion was passed unanimously

4. Approval of bills paid for

- a. April 2023

Discussion: none.

A motion was made by Denise Russ, and seconded by Sharon Pratt to approve the bills for April 2023.

By voice vote the motion was passed unanimously

5. New Business- none.

6. Property Manager's Report

Lori Finke reported:

- a. Available Apartments (listings in packets)
Buckingham Terrace 2 apartments have been painted and currently have carpeting. Next week the carpeting will be removed and new flooring will be installed. The third apartment will be painted tomorrow.

Truman Terrace, I have met with 3 people and they have declined due to the apartments being too small and having stairs.

C6 we are not going to touch (further update below)

- b. Workorder Update – 3/13/23 through 4/28/23 totaling 42 work orders with 9 open.

7. Old Business

- a. Truman Terrace Update – Lori Finke met with representatives from AHova last week regarding C6 with the trim taken down and they are in the process of measuring. The windows have been ordered for that one apartment for right now. In two weeks, they are going to come and install the new windows to get all the bugs out. Once that is all set it is about a 4 to 5 week wait time on the windows. Hopefully they will all be in stock and starting to install by the end May. They are planning on doing one apartment a day. Lori will do a graph with a schedule and give the tenants notice of when their day will be.

Dan DiVito noted before they put the trim in place, I would like them to sign off that it is fully insulated for all the windows.

Sharon Pratt asked about the timeline for letting tenants know due to the issue with the air conditioners. Some of the people paid for carpenters to install their air conditioners and to pull them out themselves is going to be an issue.

Lori Finke answered I will draw up a schedule, I will go around and mark the spreadsheet to show the apartments that do have air conditioners. We will work with everyone and we will work as organized as possible.

Sharon Pratt asked the people who cannot use the existing air conditioners what are they supposed to do with them, how are they supposed to handle it.

Lori Finke noted if I can get a dumpster from Albert Brothers strictly for the air conditioners and they could be stacked in that.

Lori Finke showed the 4 requests for the containers talked about earlier for outside storage for items such as shovels, whatever they need to store.

A motion was made by Carmine Verno and seconded by Denise Russ to approve the 4 requests.

By voice vote the motion passed

Sharon Pratt noted the locations where the containers will be placed are not obstructive.

Lori Finke took a variance request today for Country Ridge, Unit 21 requesting to do the cutout for the tub due to medical issues and for her safety.

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

By voice vote the motion pass

Dan DiVito asked got an update with the Country Ridge Roof?

Lori Finke answered Diamond Ridge was suppose to call back and they did not, she will call them again.

Dan DiVito asked for an update for the Housing Authority monies.

Lori Finke answered Russ is in Florida and will get back to the commission next week.

8. Resident Commissioner Report

Sharon Pratt reported:

1. I met with some tenants at Truman and one of the issues they had and I have talked to Lori about it, the appliances that are not working are stored around the garage and asked if they could be removed.

Lori Finke answered Property Worxs has a new box truck with a ramp she will see if it could be loaded and brought down to Albert Brothers.

2. The removal of a loose branch due to safety in case of a wind storm.

9. Public Participation

Tom St. Onge, Buckingham Terrace, Unit B2 spoke.

10. Adjournment

A motion was made by Denise Russ and seconded by Carmine Verno to adjourn meeting at 6:17 p.m.

By voice vote the motion was passed unanimously

Dan DeVito
Watertown Housing Authority



WHA PAYABLES

Watertown Housing Authority
Accounts Payable
May 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	01/25/2023	012523	3J's Painting LLC	prep/paint	Buckingham Terrace	6,690.00
Bill	01/25/2023	012523	3J's Painting LLC	prep/paint	Country Ridge	200.00
Bill	04/03/2023	TT C19	3J's Painting LLC	TT C19 - paint	Truman Terrace	159.10
Bill	03/29/2023	TT C19	3J's Painting LLC	TT C19 - paint	Truman Terrace	94.44
Bill	04/24/2023	123007 042423	Ace Hardware of Watertown	Statement ending 04/24/23	All	349.75
Bill	04/10/2023	063599	Alarm Masters Inc	BT - service call	Buckingham Terrace	134.00
Bill	04/08/2023	063786	Alarm Masters Inc	CR - service call	Country Ridge	165.00
Bill	03/23/2023	36104	AllStar Appliance Inc	BT E5 - 12 cuft refig	Buckingham Terrace	704.00
Bill	04/06/2023	36144	AllStar Appliance Inc	CR burners and drip bowls	Country Ridge	347.00
Bill	04/13/2023	36166	AllStar Appliance Inc	B T E-5 14 cu ft refri	Buckingham Terrace	804.00
Bill	04/19/2023	264327	AMSCO	screw assembly, sash brackets	All	165.09
Bill	04/21/2023	47321	Carpets Plus, Inc.	BT D4 - carpet/flooring	Buckingham Terrace	1,808.00
Bill	04/19/2023	47311	Carpets Plus, Inc.	BT A3 - carpet/flooring	Buckingham Terrace	1,808.00
Bill	05/01/2023	518870	Complete LLC	monthly contracted services	All	6,750.00
Bill	04/06/2023	091596	Dumouchel Paper	supplies	All	280.65
Bill	04/03/2023	5139 798 3032	Eversource	Service 03/01-04/03/23	Truman Terrace	107.86
Bill	04/26/2023	5113 818 3082	Eversource	Service 03/24/23-04/26/23	Truman Terrace	444.05
Bill	04/26/2023	5141 028 3030	Eversource	Service 03/24/23-04/26/23	Truman Terrace	104.56
Bill	04/26/2023	5152 818 3080	Eversource	Service 03/24/23-04/26/23	Truman Terrace	93.02
Bill	04/26/2023	5154 346 4002	Eversource	Service 03/24/23-04/26/23	Truman Terrace	52.13
Bill	04/26/2023	5160 546 4056	Eversource	Service 03/24/23-04/26/23	Truman Terrace	31.80
Bill	04/26/2023	5172 826 4052	Eversource	Service 03/24/23-04/26/23	Truman Terrace	91.45
Bill	04/26/2023	5182 936 4033	Eversource	Service 03/24/23-04/26/23	Truman Terrace	37.28
Bill	04/26/2023	5191 018 3029	Eversource	Service 03/24/23-04/26/23	Truman Terrace	84.41
Bill	04/27/2023	5106 556 4007	Eversource	Service 03/27/23-04/27/23	Truman Terrace	75.66
Bill	04/27/2023	5116 636 4083	Eversource	Service 03/27/23-04/27/23	Buckingham Terrace	83.41
Bill	04/27/2023	5125 298 3036	Eversource	Service 03/27/23-04/27/23	Buckingham Terrace	686.76
Bill	04/27/2023	5127 946 4093	Eversource	Service 03/27/23-04/27/23	Buckingham Terrace	66.95
Bill	04/27/2023	5129 979 3026	Eversource	Service 03/27/23-04/27/23	Country ridge	29.68
Bill	04/27/2023	5131 089 3094	Eversource	Service 03/27/23-04/27/23	Country ridge	32.09
Bill	04/27/2023	5132 666 4075	Eversource	Service 03/27/23-04/27/23	Buckingham Terrace	56.30
Bill	04/27/2023	5135 689 3081	Eversource	Service 03/27/23-04/27/23	Country Ridge	519.02
Bill	04/27/2023	5141 089 3093	Eversource	Service 03/27/23-04/27/23	Country ridge	28.46
Bill	04/27/2023	5144 889 3081	Eversource	Service 03/27/23-04/27/23	Country ridge	29.16
Bill	04/27/2023	5147 056 4014	Eversource	Service 03/27/23-04/27/23	Country ridge	45.22
Bill	04/27/2023	5154 889 3080	Eversource	Service 03/27/23-04/27/23	Country ridge	27.01
Bill	04/27/2023	5155 789 3047	Eversource	Service 03/27/23-04/27/23	Country ridge	67.13
Bill	04/27/2023	5160 799 3003	Eversource	Service 03/27/23-04/27/23	Country ridge	38.78
Bill	04/27/2023	5161 089 3091	Eversource	Service 03/27/23-04/27/23	Country ridge	31.84
Bill	04/27/2023	5175 889 3077	Eversource	Service 03/27/23-04/27/23	Country ridge	36.37

Watertown Housing Authority
Accounts Payable
May 2023

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/27/2023	5179 136 4060	Eversource	Service 03/27/23-04/27/23	Buckingham Terrace	126.61
Bill	04/27/2023	5181 389 3054	Eversource	Service 03/27/23-04/27/23	Country ridge	40.13
Bill	04/27/2023	5190 799 3000	Eversource	Service 03/27/23-04/27/23	Country ridge	41.74
Bill	05/01/2023	5139 798 3032	Eversource	Service 04/03-05/01/23	Truman Terrace	104.11
Bill	05/01/2023	5172 826 4052	Eversource	Service 04/26-04/28/23	Truman Terrace	5.77
Bill	04/27/2023	5760 163 0056	Eversource - Gas	Service 03/27/23-04/27/23	Country Ridge	260.36
Bill	04/24/2023	6035 3220 0591 6832	Home Depot	monthly charges	All	857.63
Bill	05/01/2023	05 2023	Janice Connor	May 2023 - supplies	All	300.00
Bill	05/01/2023	INV-1751	Kurt J. Krauland, CPA - use Padgett	Accounting services	All	910.00
Bill	04/30/2023	8184	Lawnkeepers LLC	04.17.23 Fertilization	Buckingham Terrace	280.00
Bill	04/30/2023	8185	Lawnkeepers LLC	04.17.23 Fertilization	Country Ridge	350.00
Bill	04/30/2023	8186	Lawnkeepers LLC	04.17.23 Fertilization	Truman Terrace	220.00
Bill	04/11/2023	041123	Margaret DeLuca	overpayment of rent	Buckingham Terrace	1,000.00
Bill	04/12/2023	07881-138731-01-1	Optimum BT	Service 04/15-05/14/23	Buckingham Terrace	214.45
Bill	04/12/2023	07881-134130-01-9	Optimum CR	Service 04/15-05/14/23	Country Ridge	253.51
Bill	04/12/2023	07881-138730-01-3	Optimum TT	Service 04/15-05/14/23	Truman Terrace	224.45
Bill	04/18/2023	7045	PJ Electric, Inc.	TT C 1-10 pole lights	Truman Terrace	150.00
Bill	04/18/2023	7044	PJ Electric, Inc.	BT 10 pole light	Buckingham Terrace	356.80
Bill	04/18/2023	7043	PJ Electric, Inc.	CR 38,39,40 - repaired 3 lights	Country Ridge	263.30
Bill	05/01/2023	4501	Propertyworx LLC	May 2023 management services	All	6,930.00
Bill	04/19/2023	24854	Ray Palmer Plumbing & Heating, Inc.	BT A-3 replace water heater	Buckingham Terrace	984.21
Bill	04/21/2023	24855	Ray Palmer Plumbing & Heating, Inc.	CR 21- check heat	Country Ridge	582.19
Bill	04/15/2023	0906828118	Stanley Access Tech, LLC	BT - repair entry auto door button to CC	Buckingham Terrace	284.00
Bill	03/30/2023	6035 5178 1216 6394	Staples Credit Plan	monthly charges	All	282.85
Bill	04/28/2023	6035 5178 1216 6394	Staples Credit Plan	monthly charges	All	626.97
Bill	05/01/2023	0602960712 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	464.62
Bill	05/01/2023	0602960713 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	416.41
Bill	05/01/2023	0602960714 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	416.41
Bill	04/24/2023	1020740 0423	Watertown Fire District	TT Service 03/15 - 04/14/2023	Truman Terrace	315.07
Bill	04/01/2023	0304132000CR	Watertown WSA	CR 12/31/22-03/31/23	Country Ridge	2,416.43
Bill	04/01/2023	0304130000BT	Watertown WSA	BT 12/31/22-03/31/23	Buckingham Terrace	1,713.09
Bill	03/31/2023	5599	Western CT Area Agency on Aging, Inc.	Mar 2023 RSC services	All	2,125.00
Bill	04/30/2023	5599	Western CT Area Agency on Aging, Inc.	Apr 2023 RSC services	All	2,125.00
Bill	04/27/2023	23-24 deposit	Woker's Compensation Trust	20% deposit - worker's comp policy	All	257.00
Bill	04/10/2023	3202	Worxshop LLC	Mar 2023 Repairs & Maintenance TT	Truman Terrace	1,373.63
Bill	04/10/2023	3203	Worxshop LLC	Mar 2023 Repairs & Maintenance BT	Buckingham Terrace	2,685.38
Bill	04/10/2023	3204	Worxshop LLC	Mar 2023 Repairs & Maintenance CR	Country Ridge	1,905.75

55,222.30



Property Manager Update

Open Apartments as of May 8, 2023

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
Full			
Buckingham Terr.			
3 Open 2 Available			
	A-6	Currently unrentable	
	A-3		New tenant will be moving in June 1, 2023
	B-7		Painting completed, final repairs and cleaning in process
	D-4		Paint and flooring completed. Cleaning in process getting ready to show
Truman Terrace			
3 Available			
	A-8		New tenant will be moving in approx. May 15, 2023
	C-6	On hold	First to have windows installed
	B-7	Showing	One decline so far. Cannot have concrete under the flooring.
	B-4	Showing May 9, 2023	
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
	40	Arnold Torretta	3/1/2023
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
	A-3	Patricia Nielson	3/1/2023
	B-1	Janine Kiefer	5/1/2023
	A-8	Samuel McCleary	5/15/2023
Transfers			
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

27 Work Orders

DUE	WO#	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
04/17/23	1291	Complete	CR34Please check screen door handle	NONE	Lori Finke	Louella Plaut, CR 34, 203-565-3332		04/18/23	04/17/23
04/17/23	1289	Complete	BT C-8 Living Room window arm falls off	MEDIUM	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		04/19/23	04/13/23
04/17/23	1288	Open	CR36 Back window will not close	NONE	Lori Finke	Paula Grenier, Unit 36, 772-342-2177		04/12/23	04/12/23
04/17/23	1292	Complete	TTC-14Check to see where the water is coming from.	NONE	Lori Finke	C-14 Kevni Dzafer 203-841-8080		04/18/23	04/17/23
04/19/23	1287	Open	TT Gutters-Guard	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		04/12/23	04/12/23
04/19/23	1290	Complete	TTC-11 Backdoor	NONE	Lori Finke	Robin Lynn Teach, UnitC-11, 203-808-8087		04/18/23	04/14/23
04/24/23	1294	Open	TTA-7Smoke detector - new battery needed	NONE	Lori Finke	Carl Miscavage, UnitA-7, 203-558-8604		04/24/23	04/24/23
04/24/23	1296	Complete	BT C-8 Mold in closet	NONE	Lori Finke	Joyce and Robert Goldfarb, Unit C-8, 860-462-6135 PLEASE CALL FIRST		04/25/23	04/24/23
04/24/23	1293	Complete	BTE-7 Bedroom blinds	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		04/25/23	04/20/23
04/25/23	1297	Complete	All three communities	NONE	Lori Finke			04/26/23	04/25/23
04/26/23	1299	Open	CRC17 Attic invaders	NONE	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166		04/25/23	04/25/23
04/26/23	1295	Complete	BTB-6 Bedroom window bracket fell off	NONE	Lori Finke	Jeanne O'Brien, Unit B-6, 860-417-2134		04/25/23	04/24/23
05/02/23	1298	Complete	TT C11 Replace toilet	NONE	Lori Finke	Robin Lynn Teach, UnitC-11, 203-808-8087		05/02/23	04/25/23
05/02/23	1306	Complete	TTB-6 Bathroom light is out	NONE	Lori Finke	Gail LaPierre, Unit B-6, 203-982-9816		05/09/23	05/01/23
05/03/23	1300	Complete	CR Refill bait boxes	NONE		Watertown Housing Authority - Country Ridge		05/02/23	04/26/23
05/03/23	1301	Complete	BT Refill bait boxes	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace		05/02/23	04/26/23
05/03/23	1302	Complete	TT Refill bait boxes	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace		05/02/23	04/26/23
05/03/23	1304	Complete	BTB-8 bathroom sink needs replacing	NONE	Lori Finke	Donna Carrafa, Unit B-8, 860-329-7651		05/09/23	04/27/23
05/03/23	1303	Open	CR 28 Umbrella Clothes line	NONE	Lori Finke	Judy Thibeau, Unit 28, 860-483-1976		04/26/23	04/26/23
05/03/23	1305	Complete	TT parking lot	NONE	Lori Finke	Watertown Housing Authority		05/09/23	04/27/23

- Truman Terrace

05/08/23	1308	Open	TT B1 caulk seam on tub	NONE	Lori Finke	Janine Kiefer, Unit B-1, 203-757-9738	05/03/23	05/03/23
05/08/23	1310	Open	CR18Micein the closet.	NONE	Lori Finke	Joyce DeMarest, CR 18, 860-283-7238(h) 959-209-0612(c)	05/05/23	05/05/23
05/08/23	1307	Open	CR26 Front door needs bottom rubber strip	NONE	Lori Finke	Mario Mancini, CR 26, 203-721-3632	05/02/23	05/02/23
05/08/23	1309	Open	TTC-18 bathroom sink slow drain	NONE	Lori Finke	Martha Nemiccola, UnitC-18, 860-274-6956	05/05/23	05/04/23
05/09/23	1312	Open	CR5Bee's-spray for bees	HIGH	Lori Finke	David Reda, Unit 5, 860-274-4429	05/09/23	05/09/23
05/09/23	1311	Open	CR36Shower curtain rod	NONE		Paula Grenier, Unit 36, 772-342-2177	05/05/23	05/05/23
05/15/23	1313	Open	CR 19 Bathroom sink faucet needs to be replaced	NONE		Donata Perugini, Unit 19, 860-274-6604	05/09/23	05/09/23

27 Work Orders assigned to Worx:Shop

12 Open Work Orders
0 On Hold Work Orders
0 In Progress Work Orders
15 Closed Work Orders



New Business



Old Business