



Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Watertown Housing Authority

Commissioner Report

May 7, 2024





Watertown Housing Authority

1091 Buckingham Street

Watertown, CT 06795

Wednesday, May 8, 2024

Regular Meeting – Truman Terrace, 6:00 p.m.

Agenda

1. Roll Call
2. Chairwoman's Report
3. Approval of Minutes
 - a. Regular Meeting Buckingham Terrace, April 10, 2024
4. Approval of bills paid in May 2024
5. New Business
6. Old Business
 - a. Discussion and possible action on new By-Laws
 - b. Discussion about RSC position
7. Property Manager's Report
 - a. Available Apartments
 - b. Update on Parking lot repair at Buckingham Terrace – dumpster area
 - c. Recertifications for 2024 are completed
 - d. Prices have been received for line painting. This will be scheduled for all three communities.
 - e. Unit inspections have started.
 - f. Fire Drill has been completed at Truman Terrace. Necessary actions will be taken as a result of the fire drill. Fire Drills will be scheduled over the next month or so at Country Ridge and Buckingham Terrace.
 - g. Variance Requests
8. Resident Commissioner Report
9. Public Participation
10. Adjournment

Regular Meeting Wednesday, April 10, 2024
Buckingham Terrace, 6:00 P.M.

MINUTES

A regular meeting was held by the Housing Authority on Wednesday, April 10, 2024 at Buckingham Terrace – 6:00 P.M.

Chairwoman Janelle Wilk called the meeting to order at 6:00 p.m.

1. Roll Call

Members Present: Janelle Wilk – Chairwoman
 Dan DiVito – Vice Chairman
 Sharon Pratt – Resident Commissioner
 Denise Russ – Commissioner
 Peter Mucciarone - Commissioner

Absent:

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

2. Chairwoman's Report

Chairwoman Janelle Wilk reported: "Happy April" I hope everyone had a nice holiday. I am going to make this short and sweet because everything I have to say is already added into the agenda this evening. I did want to answer a question that was asked at our last meeting from a resident. This resident wanted to know how many grants WHA received since we had been in existence. I did tell them at our last meeting that I knew the Housing Authority receive some type of funding when housing first started but I didn't have any more information. After the meeting I reached out to CHFA to see if they had any more information and they were kind enough to check for me. They said looking back in their system they do not see that WHA has received any of their grants or loans since each property was originally built. The Housing Authority did submit a HASIP application for Truman Terrace, ultimately after seven months it was removed from the project que because the application was incomplete and funds were running low. The only other type of grants the WHA could have applied for is CDBG which we would have had to partner with our town. They reached out to our previous WHA asset manager, Penny Fisher, and she didn't think WHA has ever applied for CDBG.

3. Approval of Minutes

a. Regular Meeting Country Ridge, March 13, 2024

A motion was made by Denise Russ, and seconded by Dan DiVito to approve the Regular meeting minutes of March 13, 2024.

Discussion: none.

Aye: 4 Wilk, DiVito, Pratt, Russ

Nay: 0

Abstain: 1 Mucciarone

By voice vote the motion carries

b. Special Meeting via Zoom, March 14, 2024

A motion was made by Dan DiVito, and seconded by Sharon Pratt to approve the Special meeting minutes of March 14, 2024.

Discussion: none.

Aye: 3 Wilk, DiVito, Pratt

Nay: 0

Abstain: 2 Mucciarone, Russ

By voice vote the motion passed

4. Approval of bills paid in April 2024

Denise Russ asked questions regarding the line items for petty cash and the workshop.

A motion was made by Denise Russ, and seconded by Dan DiVito to accept the bills for April 2024.

By voice vote the motion was passed unanimously

5. Property Manager's Report

Lori Finke, Property Manager reported:

- a. Available Apartments – There is a change to the sheet that is in your packet. I received a phone call today. I thought I had C7 at Truman Terrace rented but the person that was going to move in there could not get into the shower. Two for Country Ridge, none for Buckingham Terrace, two for Truman Terrace, with a total of four open.
- b. Work Orders between March 13th and April 8th we had a total of 20 work orders with two open.

Russ Antonacci passed out the Notice of Public Hearing on May 6, 2024 at 6:15 p.m. at the Town Hall, Town Council Chambers. Where the public is given an opportunity to speak on behalf of the authority for the Small Cities Development Grant that we are pursuing. The public hearing notice is on our website and Lori will pass it out to every unit.

6. New Business

- a. Discussion on Unit Transfer Policy – Chairwoman Janelle Wilk stated this resolution was added back in 2016, I know we touched on it a little bit, I wanted to add something to the agenda at this time. It has not been enforced since added in for numerous reasons. I am bringing it up because it was brought up at our last meeting and it has come up in the past. There are many factors that we have to look on this resolution and there is a lot to go into it and I don't want it to be forgotten. I am going to ask for a motion to table this until we can look into this a little bit more.

A motion was made by Dan DiVito, and seconded by Sharon Pratt to table until the next meeting

By voice vote the motion was passed unanimously

7. Resident Commissioner Report – none.

8. Public Participation

Joyce DeMarest, Country Ridge, Unit 18 spoke.

Phyllis West, Buckingham Terrace, Unit B-7 spoke.

Debra Manley, Country Ridge, Unit 13 spoke.

9. Executive Session Time in 6:15 p.m.

- a. Discussion about RSC position

A motion was made by Dan DiVito, and seconded by Denise Russ to go into Executive Session for discussion of the RSC position, In the Executive Session will be Sharon Pratt, Denise Russ, myself Janelle Wilk, Russ Antonacci, Lori Finke.

By voice vote the motion was passed unanimously

Time out of Executive Session 6:58 p.m.

10. Regular Session

- a. Possible discussion and vote on solution for RSC position

11. Adjournment

A motion was made by Dan DiVito and seconded by Sharon Pratt to adjourn meeting at 7:00 p.m.

By voice vote the motion was passed unanimously

Janelle Wilk
Watertown Housing Authority



WHA PAYABLES

5/6/2024
2:26 PM

Watertown Housing Authority
Accounts Payable
May 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/24/2024	123007 042424	Ace Hardware of Watertown	monthly charges	All	505.93
Bill	04/11/2024	i146090	American Rooter LLC	BT C8 snake bathroom sink	Buckingham Terrace	238.50
Bill	04/26/2024	48581	Carpets Plus, Inc.	CR 39	Country Ridge	2,979.00
Bill	03/05/2024	48405	Carpets Plus, Inc.	CR 20	Country Ridge	3,189.00
Bill	03/05/2024	48406	Carpets Plus, Inc.	attic stock	Country Ridge	114.00
Bill	04/01/2024	519362	Complete LLC	monthly contracted services	All	6,750.00
Bill	05/01/2024	519375	Complete LLC	monthly contracted services	All	6,750.00
Bill	05/01/2024	240501496101	Edwards Answering Service Enterprises Inc	monthly service	All	33.08
Bill	04/01/2024	5139 798 3032	Eversource	Service 03/01/24-04/01/24	Truman Terrace	126.20
Bill	04/02/2024	5141 866 4074	Eversource	Service 03/01/24-04/26/24	Country Ridge	15.17
Bill	04/26/2024	5125 298 3036	Eversource	Service 03/26/24-04/26/24	Buckingham Terrace	769.18
Bill	04/26/2024	5129 979 3026	Eversource	Service 03/26/24-04/26/24	Country ridge	35.89
Bill	04/26/2024	5131 089 3094	Eversource	Service 03/26/24-04/26/24	Country ridge	37.37
Bill	04/26/2024	5135 689 3081	Eversource	Service 03/26/24-04/26/24	Country Ridge	515.99
Bill	04/26/2024	5141 089 3093	Eversource	Service 03/26/24-04/26/24	Country ridge	47.36
Bill	04/26/2024	5141 866 4074	Eversource	Service 03/26/24-04/26/24	Country Ridge	15.74
Bill	04/26/2024	5144 889 3081	Eversource	Service 03/26/24-04/26/24	Country ridge	33.52
Bill	04/26/2024	5147 056 4014	Eversource	Service 03/26/24-04/26/24	Country ridge	53.01
Bill	04/26/2024	5154 889 3080	Eversource	Service 03/26/24-04/26/24	Country ridge	31.77
Bill	04/26/2024	5155 789 3047	Eversource	Service 03/26/24-04/26/24	Country ridge	55.97
Bill	04/26/2024	5160 799 3003	Eversource	Service 03/26/24-04/26/24	Country ridge	45.35
Bill	04/26/2024	5161 089 3091	Eversource	Service 03/26/24-04/26/24	Country ridge	31.77
Bill	04/26/2024	5164 136 4054	Eversource	Service 03/26/24-04/26/24	Buckingham Terrace	56.55
Bill	04/26/2024	5175 889 3077	Eversource	Service 03/26/24-04/26/24	Country ridge	56.26
Bill	04/26/2024	5179 146 4068	Eversource	Service 03/26/24-04/26/24	Country Ridge	19.61
Bill	04/26/2024	5181 389 3054	Eversource	Service 03/26/24-04/26/24	Country ridge	51.54
Bill	04/26/2024	5190 799 3000	Eversource	Service 03/26/24-04/26/24	Country ridge	50.96
Bill	04/26/2024	5760 163 0056	Eversource - Gas	Service 03/26/24-04/26/24	Country Ridge	235.67
Bill	04/26/2024	5773 365 0071	Eversource - Gas	Service 03/26/24-04/26/24	Country Ridge	43.28
Bill	04/26/2024	5774 820 0037	Eversource - Gas	Service 03/26/24-04/26/24	Country Ridge	72.59
Bill	04/26/2024	5784 051 0028	Eversource - Gas	Service 03/26/24-04/26/24	Country Ridge	75.58
Bill	04/24/2024	6035 3221 5317 6031	Home Depot	6035 3221 5317 6031	Truman Terrace	65.53
Bill	04/30/2024	8776 BT	Lawnkeepers LLC	Fertilization	Buckingham Terrace	280.00
Bill	04/30/2024	8777 CR	Lawnkeepers LLC	Fertilization	Country Ridge	350.00
Bill	04/30/2024	8778 TT	Lawnkeepers LLC	Fertilization	Truman Terrace	220.00
Bill	04/01/2024	23754-S7L8R2	NAHRO	Membership 2024-2025	All	192.00
Bill	04/11/2024	07881-138731-01-1	Optimum BT	Service 04/15-05/14/24	Buckingham Terrace	246.11
Bill	04/11/2024	07881-134130-01-9	Optimum CR	Service 04/15-05/14/24	Country Ridge	285.44
Bill	04/11/2024	07881-138730-01-3	Optimum TT	Service 04/15-05/14/24	Truman Terrace	256.11
Bill	04/19/2024	7856	PJ Electric, Inc.	CR 20 - service call	Country Ridge	283.80
Bill	05/01/2024	4971	Propertyworx LLC	May 2024 management services	All	6,930.00
Bill	04/16/2024	18035	ProSource Pest Solutions LLC	service call	Country Ridge	275.00
Bill	04/16/2024	18287	ProSource Pest Solutions LLC	service call	Country Ridge	150.00

5/6/2024
2:26 PM

Watertown Housing Authority
Accounts Payable
May 2024

Type	Date	Num	Name	Memo	Location	Amount
Bill	04/22/2024	25040	Ray Palmer Plumbing & Heating, Inc.	TT B-4 check hot water	Truman Terrace	120.00
Bill	04/18/2024	25039	Ray Palmer Plumbing & Heating, Inc.	CR 20, 22 bathtub installation & check heat	Country Ridge	1,131.67
Bill	04/01/2024	INV001405179	Republican-American	02/24/24-03/07/24 RSC ad	All	405.80
Bill	04/10/2024	CR 20	Steven L. Clark	CR 20 remove and replace tub & shower	Country Ridge	4,100.00
Bill	05/01/2024	0603084421 BT	USA Hauling & Recycling Inc	BT monthly service	Buckingham Terrace	437.23
Bill	05/01/2024	0603084422 CR	USA Hauling & Recycling Inc	CR monthly service	Country Ridge	437.23
Bill	05/01/2024	0603084420 TT	USA Hauling & Recycling Inc	TT monthly charge	Truman Terrace	487.85
Bill	04/24/2024	1020740 0424	Watertown Fire District	TT Service 03/15-04/15/24	Truman Terrace	308.48
Bill	03/31/2024	0304130000BT	Watertown WSA	BT 12/31/23-03/31/24	Buckingham Terrace	1,924.94
Bill	03/31/2024	0304132000CR	Watertown WSA	CR 12/31/23-03/31/24	Country Ridge	2,670.86
Bill	04/17/2024	24-25 deposit	Worker's Compensation Trust	Worker's comp policy - renewal deposit	All	643.00
						<hr/> 45,236.89 <hr/>



Property Manager Update

Open Apartments as of May 3, 2024

Complex	Unit #	Condition / Necessary Work	Comment
Country Ridge			
2			
	CR 4		Showed on 5/6 waiting for response
	CR 14	Resident relocated to CR 20 health reasons	Will be remodeling opening 5/5/24
Buckingham Terr.			
0			
Truman Terrace			
1 Available			
	C-16		Showing
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
	7	Edward & Lynn Marti	3/1/2024
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
	A-3	Kevin Kiefer	6/1/2023
	B-7	Phyllis West	9/15/2023
	D4	Tanya Johnson	11/1/2023

	A-6	Mark Docchio	1/1/2024
	A-7	Elsa Williams	1/1/2024
	C-7	Menuhkisqua Benedict	3/1/2024
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-5	Anthony Raimo	1/1/2023
	C-7	Tony and Cathy Macelis	6/1/2024
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
Truman Terr	C-16- B4	Richard Gaynor	7/1/2023
Country Ridge	CR14 - CR20	Gloria Rossi	5/5/2024



40 Work Orders

DUE	WO #	STATUS	WORK ORDER TITLE	PRIORITY	ASSIGNEE(S)	LOCATION NAME	ASSET	LAST UPDATED	CREATED ON
	1712	Complete	BT B-2 Toilet flapper needs to be replaced	NONE	Lori Finke	Thomas St. Onge Unit B-2; 203-982-4426		05/06/24	04/30/24
	1707	Complete	BT B-5 Oven light bulb is out	NONE	Lori Finke	Ermelinda Rocha, Unit B-4, 860-417-8209		04/24/24	04/24/24
	1703	Complete	BT B-6 Kitchen window on the left plastic broke	NONE	Lori Finke	Jeanne O'Brien, Unit B-6, 860-417-2134		04/24/24	04/22/24
	1716	Complete	BT C-3 Smoke detector is chirping	NONE	Lori Finke	Joan McAvoy, Unit C-3, 860-945-9540		05/06/24	04/30/24
	1715	Complete	BT D-2 There is a noise in the apartment.	NONE	Lori Finke	Mark J Rayel, D-2, 203-578-6881		05/06/24	04/30/24
	1710	Complete	BT D-5 Front window broken piece and ants	NONE	Lori Finke	Elio Ciarlo, Unit D-5, 203-598-9941		04/30/24	04/26/24
	1720	Complete	BT E-4 Please change or smoke detector that is chirping.	NONE	Lori Finke	Claire Roberts, Unit E-4, 860-274-0918		05/06/24	05/02/24
	1686	Complete	BT E-7 Plastic molding around bathroom window	NONE	Lori Finke	Pat Packard, Unit E-7, 860-483-2804		04/10/24	04/10/24
	1722	Open	BT all units - Replace old 10 yr smoke detectors	NONE	Lori Finke	Watertown Housing Authority - Buckingham Terrace		05/02/24	05/02/24
	1724	Open	CR 12 Bathroom sink faucet is broken	NONE	Lori Finke	Alice Hughes, Unit 12, 339-201-3509		05/06/24	05/06/24
	1700	Open	CR 13 Exhaust fan light isn't working	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		04/19/24	04/19/24
	1696	Complete	CR 13 Front door handle is busted.	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		04/22/24	04/17/24
	1701	Complete	CR 13 Please check the bulb in the exhaust fan.	NONE	Lori Finke	Deborah Manley, Unit 13, 959-209-4322		04/22/24	04/19/24
	1723	Open	CR 17 main screen door inside handle falling off	NONE	Lori Finke	Clair and Vivian Upson, Unit 17, 860-417-3166		05/06/24	05/06/24
	1693	Complete	CR 19 Replace back screen door	NONE	Lori Finke	Donata Perugini, Unit 19, 860-274-6604		04/24/24	04/15/24
	1698	Complete	CR 20 set up for new resident	NONE	Lori Finke	Carol Lavoie, Unit 20, 860-945-0500		04/22/24	04/18/24
	1689	Complete	CR 24 Insulation in the attic needs to be moved	NONE	Lori Finke	Michele Desrosiers, Unit 24, 860-274-9934		05/06/24	04/15/24
	1718	Open	CR 25 Living room window problem.	NONE	Lori Finke	Marilyn Bensavage, Unit 25, 203-577-8212		04/30/24	04/30/24

			Bathroom floor					
1719	Complete	CR 30 Please replace the toilet. Leaks	NONE	Lori Finke	Daniel Larson, Unit 30, 203-560-8730	05/06/24	04/30/24	
1714	Complete	CR 4 Light fixture needs to added to ceiling light in table area.	NONE	Lori Finke		05/01/24	04/30/24	
1694	Complete	CR 40 Replace umbrella clothes line	NONE	Lori Finke	-Arnold Torretta, Unit 40, 203-217-8453	04/22/24	04/16/24	
1692	Complete	CR 7 Raise refrigerator	NONE	Lori Finke	Edward & Lynn Marti, Unit 7, 860-274-8738	04/25/24	04/15/24	
1697	Complete	CR 8 Back screen door needs a new closer	NONE	Lori Finke	Beverly Monterosso, Unit 8, 860-274-5841	04/24/24	04/17/24	
1725	Open	CR 9 Multiple items	NONE	Lori Finke	Mary Stack, Unit 9, 860-274-0387	05/06/24	05/06/24	
1691	Complete	CR Deck	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	04/18/24	04/15/24	
1704	Open	CR,BT,TT Parking Lots - speed bumps	NONE	Lori Finke		04/22/24	04/22/24	
1690	Open	Country Ridge deck	NONE	Lori Finke	Watertown Housing Authority - Country Ridge	04/15/24	04/15/24	
1706	Complete	TT A-3 Replace Range hood	NONE	Lori Finke	Patricia Nielsen, Unit A-3, 860-428-8148	04/24/24	04/22/24	
1708	Open	TT A-6 Replace trays on the stove top.	NONE	Lori Finke	Antoinette Palmieri, Unit A-6, 203-695-4163	04/24/24	04/24/24	
1688	Complete	TT A-8 Light in the bathroom is out.	NONE	Lori Finke	Samuel McCleary, Unit A-8, 203-757-0567	04/18/24	04/12/24	
1711	Complete	TT B-11 Bathroom light is out, install handle	NONE	Lori Finke	Frank Brickett, B-11, 860-483-1154	04/30/24	04/29/24	
1702	Complete	TT B-3 Bathroom sink isn't holding water	NONE	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105	04/30/24	04/22/24	
1699	Complete	TT B-3 Light bulbs need replacing	NONE	Lori Finke	Joyce and David Perkins, Unit B-3, 959-209-4105	04/22/24	04/18/24	
1721	Complete	TT B-9 Toilet tank not filling with water.	NONE	Lori Finke	Samuel Orsini, Unit B-9, 203-578-6976	05/06/24	05/02/24	
1705	Open	TT C-2 Multiple repairs from inspection	NONE	Lori Finke	Francis Servidas, Unit C-2, 860-945-8010	04/22/24	04/22/24	
1695	Complete	TT C3/C4 Outside door hinge	NONE	Lori Finke	Sharon Pratt, Unit C-3, 860-274-6769	04/18/24	04/16/24	
1709	Complete	TT CC Replace bad light bulbs	NONE	Lori Finke	Watertown Housing Authority - Truman Terrace	04/24/24	04/24/24	
1717	Open	TT, BT, CC Please remove and store faucet protection covers	NONE	Lori Finke		04/30/24	04/30/24	
04/10/24	1687	Complete	BT A-2 Complaint of roaches in the kitchen.	NONE	Lori Finke	Josephine Brandtmeyer, Unit A-2, 959-209-4676	04/10/24	04/10/24
			BT D-1 Replace batteries in two					

